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DEPARTMENT OF THE ARMY TECHNICAL MANUAL

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MACHINE RECORDS OPERATION

PERSONNEL ACCOUNTING AND

RECORD KEEPING

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DEPARTMENT OF THE ARMY • NOVEMBER 1947

*DEPARTMENT OF THE ARMY TECHNICAL
MANUAL TM 12-305*

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**MACHINE RECORDS OPERATION
PERSONNEL ACCOUNTING AND
RECORD KEEPING**



DEPARTMENT OF THE ARMY • NOVEMBER 1947

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BY ORDER OF THE SECRETARY OF THE ARMY:

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This manual supersedes TM 12-305, 1 May 1947.

CHAPTER 1 GENERAL

1. Purpose and Scope

a. This manual contains instructions for the control, auditing, processing, time schedules, and submission of all cards, reports, and data prepared by machine records units operating within the Army Personnel Accounting System. The manual is prepared as technical support to the various Army Regulations pertinent to the functions of machine records units.

b. Deviations from the procedures contained in this manual will be made only when authorized by the Department of the Army.

c. As requirements and methods change, amendments will be published in such form that they can readily be inserted in the manual and obsolete pages removed. In this way the manual will be kept current at all times.

d. Distribution of this manual is made by The Adjutant General to machine records units only, and the number of copies required by each machine records unit is in accordance with existing needs.

e. The procedure outlined in this manual is designed to accomplish the function of personnel accounting with a minimum number of personnel and items of electric accounting equipment, and with the highest degree of accuracy. The procedure, especially that prescribed in chapter 4, is based on the concept that there will be an even and continuous daily flow of work between the analysts in the administrative section and the various subsections of the machine section, thus eliminating peaks of operations. Commanders will so integrate the various processing operations that changes to records caused by morning reports received in any one work day will be processed into records within the next work day. Similarly, the procedure prescribes spreading the work-load

of month to permit daily processing during this phase. It is also designed to provide for the progressive preparation of reports concurrently, thus eliminating backlogs and peaks of operations.

2. Purpose and Organization of Machine Records Units

a. PURPOSE. Machine records units have been established as sections of command headquarters to collect personnel data from the personnel sections and administration centers, to act as a reservoir of such data, and to furnish timely administrative information, reports, statistics, and records, as required. They are clearing houses and control points from personnel sections to the higher echelons, and are storehouses of information for the higher commands. Thus, requests from various sources for such information can be directed to the machine records units, rather than to the personnel sections in the field.

b. ORGANIZATION. Machine records units are organized with executive, administrative and machine sections under T/O & E 12-317 for Army Ground Forces. The Air Force fixed and mobile units are organized under T/O & E 1-797. The duties of the executive, administrative and machine sections are as follows:

(1) *Executive section.* (a) Handles all supplies.

(b) Administers personnel of the unit.

(c) Operates and maintains motor vehicles.

(d) Compiles statistical reports.

(e) Audits, verifies, and releases statistical reports, cards and rosters to the Department of the Army, other machine records units, and agencies concerned as outlined in this manual.

(2) *Administrative section.* (a) Handles all correspondence (except those relative to functions outlined in (1) above).

(b) Maintains a message center.

(c) Controls all documents.

(d) Maintains the active status file for army and reserve.

(e) Codes and analyzes morning reports and other documents required.

(f) Maintains organization master cards for the Regular Army and the Reserve.

(3) *Machine section.* (a) Punches all necessary data.

(b) Machine processes all changes to the active status file, and other files as required.

(c) Prepares locator cards, strength returns, rosters, statistics, and special reports and studies that are outlined in this manual.

(d) Is responsible for the accurate maintenance of all card files, except status card file, in order to render services outlined in (c) above.

3. Operation of Machine Records Units

a. Machine records units operate along command channels and normally are organized as a section under the adjutant general of the headquarters concerned, the officer in charge being designated an assistant adjutant general. In the Air Force, the machine records units are combined with statistical control offices and operate as separate staff sections under the statistical control officer. The general provisions of this manual are applicable to statistical control offices as well as machine records units; specific references to the preparation of reports or cards by the statistical control office are made in the sections concerned.

b. The commanding officer of the machine records unit will maintain close liaison with the personnel officers of all the units under the machine records servicing responsibility, so that inconsistencies in data necessary for accurate personnel accounting may be eliminated without undue delay. In addition the commanding officer of the machine records unit will, at least once every six months, personally visit each unit personnel section with a view toward

comparing machine prepared records and records maintained in unit personnel sections.

4. Services Rendered by Machine Records Units

Machine records units have been designed, as sections of the headquarters to which they are assigned, to furnish to those headquarters and to the Department of the Army the following:

- a. Strength returns.
- b. Locator service.
- c. Rosters.
- d. Classification reports.
- e. Personnel statistics.
- f. Special studies on units and personnel.
- g. Historical records.
- h. Additional services to their headquarters.

5. Establishment of Machine Records Units

Machine records units, equipped with punch card accounting machines and auxiliary sorting, collating, reproducing, and interpreting equipment, are established at those headquarters where the strength in personnel and problems of personnel administration require them. The type of equipment to be used is prescribed by the Department of the Army. The personnel to supervise and operate the machine records units is provided by the headquarters to which they are assigned. They will not be given additional duties that will interfere with the successful operation of the machine records unit.

6. Interrelation of Machine Records Units

The requirements of this manual provide in specified cases for submission of transfer notice status cards and officers' qualification cards for units and individuals transferred from the servicing of one machine records unit into the servicing of another. They also provide for the submission of certain status cards and strength summary cards to specified headquarters' machine records units. These requirements are necessary to meet the uniformity and control desired by the Department of the

FUNCTIONAL ORGANIZATION OF A MACHINE RECORDS UNIT

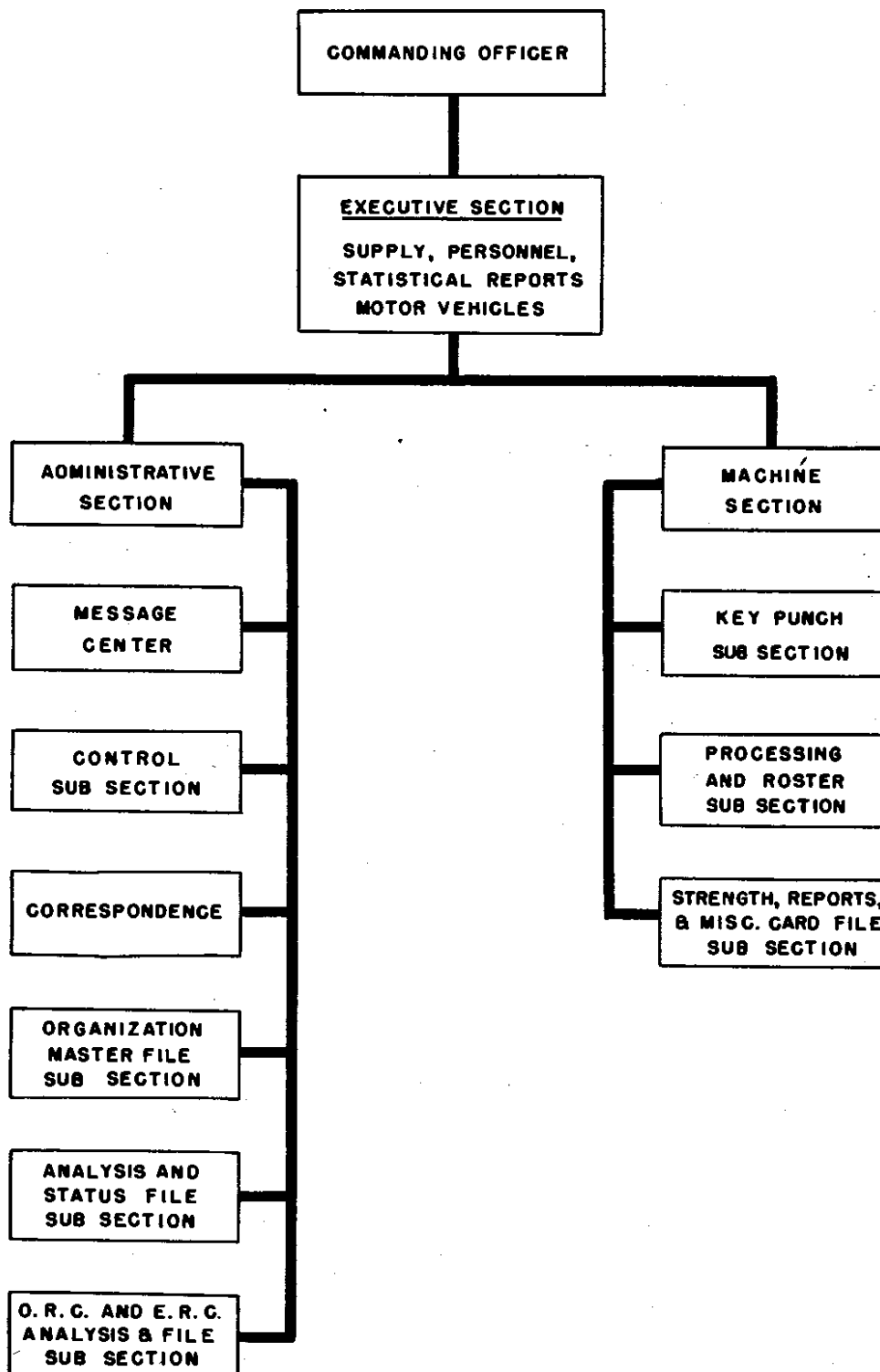


FIGURE 1. Functional organization of a machine records unit.

Army. All requests for special or continuous services between machine records units will be submitted to The Adjutant General's Office, Department of the Army, for prior review except that—

a. Commanders may issue additional instructions to subsidiary machine records units of the same command.

b. A commander having organizations on detached service with another command may request the servicing command to furnish information on cards pertaining to these troops.

7. Inspection of Machine Records Units

There has been prepared an inspection manual for use by Department of the Army inspectors, Inspectors General, commanding generals of the armies and commanding generals of the commands to which machine records units are assigned. This inspection guide is based on the operating procedures outlined in this manual, and pertinent Army Regulations. Therefore, as previously mentioned, there will be no deviation from the procedures outlined in this manual unless written authority is specifically granted by the Department of the Army.

CHAPTER 2

GLOSSARY OF TERMS AND DEFINITIONS

8. Terminology

a. This section includes certain standardized definitions (or references thereto) pertaining to personnel accounting, thus establishing a uniform terminology for the guidance of machine records units.

b. Definitions may be revised and new definitions added as changes are made in basic procedures. Suggestions for revision and additions should be made to The Adjutant General, Attention: AGAS.

9. Air Force Type Personnel

Personnel assigned to units designated as Air Force troop basis categories in the troop program assignment code; those en route from overseas commands whose previous assignment was with Air Force type units; those en route to overseas commands whose intended assignment is with Air Force type units, as indicated by shipping designations assigned to the personnel concerned; those in detachments of patients whose previous assignment was to an Air Force type unit; those in ports of embarkation, ports of debarkation, and staging areas whose previous assignment was or whose next assignment will be to Air Force type unit; those in replacement depots or similar installations whose intended assignment is to an Air Force type unit.

10. Bulk Authorization Unit

See AR 220-5.

11. Commissioned Officer

A person who has been appointed to the rank of second lieutenant or higher.

12. Detachment

Part of a parent unit separated from its main organization for duty elsewhere; or for strength accounting purposes, a separate or branch activity (e.g., medical detachment).

13. Effective date of Change on Morning Reports (EDCMR)

See AR 345-60.

14. Enlisted Personnel

Noncommissioned officers or privates; any members of the Army below the grade of commissioned officer or warrant officer. For strength reporting purposes, the term "enlisted personnel" includes both enlisted men and enlisted women unless otherwise specified.

15. En Route Strength

The number of personnel who have departed from the command and for whom strength accountability is chargeable to the command in accordance with AR 345-60.

16. Headquarters of an Organization

See TM 20-205.

17. Machine Records Services

The various functions incident to furnishing the Department of the Army intermediate commands, and individual organizations with rosters, strength returns, locator cards, and other miscellaneous data, necessary to facilitate the administration of Army personnel.

18. Machine Records Servicing Responsibility

The responsibility of a machine records unit for implementing instructions contained in TM 12-305 and pertinent Army regulations for organizations, installations, and activities specified by the local commander and/or the Department of the Army.

19. Male Commissioned Officers

Male officers only, not warrant officers or flight officers.

20. Named Installations

Units named, not numbered, of which a parent unit number is not a part of the designation.

21. Noneffectives

The term applied to military personnel in the process of separation or on terminal leave, and to personnel in the Department of the Army Detachment of Patients not scheduled to be returned to duty.

22. Non Effective En Route Strength

The number of noneffective personnel who have departed from the command and for whom strength accountability is chargeable to the command in accordance with AR 345-60.

23. Noneffective Strength

All military personnel in process of separation, on terminal leave, and in the Department of the Army Detachment of Patients not scheduled to be returned to duty.

24. Officer Personnel

Male commissioned officers, nurses, physical therapists, hospital dietitians, warrant officers, flight officers, WAC officers, WAC warrant officers, and Navy officers assigned for a tour of duty with the Army.

25. Operating Personnel

See WD Memorandum 345-5-3.

26. Organized Reserve Corps

Personnel and units of the Officers' Reserve Corps, Enlisted Reserve Corps, and Organized Reserves as provided in the National Defense Act of 1916 (as amended).

27. Other Than Air Force Type Personnel

Personnel assigned to units designated as "other than Air Force Troop Basis categories" of the Troop Program Assignment Code.

28. Overhead Strength

The number of personnel assigned to units and activities organized within the command bulk allotment (i.e., bulk authorization units, AR 220-5).

29. Parent Unit

A unit to which a parent unit number has been assigned as prescribed by—

a. The Department of the Army for Table of Organization units.

b. For machine records purposes parent unit code for named installations (WD Memo 330-64-1).

c. Other competent authority for bulk authorization units designated by numerical allocation under Mobilization Regulation 3-1. One parent unit number is assigned with one personnel allotment to each installation, or to each parent activity, within which subunits or detachments may be accounted for separately.

30. Patients Not Scheduled to Return to Duty

Military personnel for whom a definite determination has been made by a hospital commander that such patients will be retired or separated on a certificate of disability for discharge or under the provision of AR 615-368 and AR 615-369, and those who will have completed their terms of enlistment or service or who will otherwise meet the separation criteria prior to or on completion of hospitalization.

31. Personnel in Process of Separation

Military personnel who have completed a period of service and are in the process of being discharged or relieved from active duty.

32. Personnel on Terminal Leave

Military personnel who have completed processing for separation and are on leave specified in separation orders.

33. Pipe-Line Personnel

See section V, circular 205, War Department 1947

34. Roster Sequence

Roster sequence is the order in which names of army personnel are listed on monthly machine prepared rosters required by section I, chapter VII of this manual.

35. Strength Accountability

See AR 345-60.

36. Strength Return

See AR 345-50.

37. Subunit

A unit of company or similar size which is a numbered or lettered or named part of a parent unit.

38. Terminal Leave

Leave accrued during a period of service which is granted to military personnel and specified in separation orders.

39. Warrant Officer

An officer in the Army who is neither a commissioned officer, an enlisted man, nor an enlisted woman, and who is holding his or her grade by authority of appointment or warrant.

CHAPTER 3

PUNCH CARD FILES MAINTAINED IN MACHINE RECORDS UNITS

40. Status Card File

A file of status cards is maintained in each machine records unit reflecting current data, as required by the Department of the Army, for all assigned enlisted personnel and for all assigned and attached officer personnel being serviced by the machine records unit. This file is maintained in strict roster sequence by all machine records units except those servicing personnel at the New York, San Francisco, and Seattle ports of embarkation. In the case of the latter the file is maintained in alphabetic name sequence for casual personnel and in numerical (Army serial number) sequence for permanent party personnel.

41. Transfer Notice Card Pending File

Status cards received in ports of embarkation and oversea machine records units for personnel of casual and replacement shipments and those received in all machine records units for personnel of intact organizations whose servicing is to be assumed, and for which notice of arrival has not been received, constitutes the transfer notice card pending file.

42. Absentee Status Card File

A separate file of status cards pertaining to unauthorized absentees and general prisoners is maintained in each machine records unit. This file contains a status card for all personnel reported on morning reports as "duty to AWOL," "AWOL to duty," "dropped from the rolls as AWOL," "return to military control after having been dropped from the rolls as AWOL," "return to duty from dropped from the rolls as a general prisoner," and "separation, dropped from the rolls as a general prisoner."

43. Organization Master Card File

a. PARENT UNIT FILE. An organization master card for each parent unit being serviced by the machine records unit is maintained in this file.

b. SUBUNIT FILE. This file contains an organization master card for each subunit being serviced by the machine records unit.

44. Officers' Qualification Card File

Qualification cards for all assigned officer personnel being serviced, excluding noneffective personnel and those at a staging area or port of embarkation awaiting shipment overseas, are maintained in this file by machine records units located in the continental United States.

45. Officers' Reserve Corps File

Statistical cards for personnel who receive appointments in the Officers' Reserve Corps are maintained in each machine records unit servicing an army area or department.

46. Enlisted Reserve Corps File

Statistical cards for men who enlist in the Enlisted Reserve Corps are maintained in each machine records unit servicing an army area or department.

47. Officers' Reserve Corps Change File

Detail cards reflecting accessions, separations, and miscellaneous changes to the Officers' Reserve Corps are maintained in each machine records unit servicing an army area or department.

48. Enlisted Reserve Corps Change File

Detail cards reflecting accessions, separations, and miscellaneous changes to the enlisted reserve are maintained in each machine records unit servicing an army area or department.

49. Daily Strength Summary File

A file consisting of a daily strength summary card for each unit for which a morning report is received is maintained in each machine records unit. These cards record officer losses, officer gains, enlisted losses, enlisted gains, officers assigned, enlisted assigned, Regular Army officers, Regular Army enlisted, Negro officers, and Negro enlisted strength for each day.

CHAPTER 4

MORNING REPORT AND STATUS FILE PROCESSING; MONTH-END OPERATIONS; STRENGTH CONTROLS

50. General

a. The Status Card (WD AGO Form 301), designed to present data pertinent to an individual's current status in the Army, is the basic punch card of the personnel accounting system. It is used to record, generally by means of codes, those items which are of paramount, current interest to the Department of the Army and the major commands.

b. The status card is designed as an individual record and as a record from which a variety of data can be expeditiously extracted, accumulated, and summarized for any specific group of individuals. The status cards will be processed daily and all changes reflected therein substantiated by morning report entries.

c. The following procedure for processing and controlling morning reports and the subsequent transfer of data to punch cards is based on a constant flow of documents into and through the machine records unit. In order that the procedure might attain maximum efficiency it is necessary that this constant flow of work be handled daily as close to an "as received" basis as possible.

51. For Whom Status Cards Are Prepared

Status cards will be prepared for all enlisted personnel assigned to organizations and installations of the Army; for all officer personnel assigned to organizations and installations of the Army; for officer personnel attached from other organizations; for Navy officers on duty with the Army.

52. Where Status Cards Are Prepared

Status cards will be prepared in machine records units located in continental United States and oversea commands.

53. Preparation

The preparation of a status card is contingent upon three separate and distinct operations: coding of pertinent morning report remarks; punching and verification of processing cards; and preparation of new status cards from old status cards and processing cards. Each of these operations will be performed by separate sections within the machine records units. However, a control, outlined below, will be established at the outset and will operate throughout the entire procedure. The status file will be physically located, and the responsibility for maintenance vested, in one section, which will be known as the Analysis and Files Section. The status file, which includes a duty description trailer card for each officer's status card, will be maintained in roster sequence, except that cards for personnel in replacement depots, separation centers, reception stations, and similar organizations may be maintained in serial sequence. Each clerk (hereinafter referred to as an analyst) in this section will be assigned a file, the size of which to be based on approximately 300 changes per day. Each analyst will be directly responsible for: coding pertinent morning reports and forwarding the coded documents to punch unit; verifying the punched processing cards before releasing to machine room for preparation of new status cards; interfiling new status cards; matching the corrected roster against the status file; and maintaining a daily balance between the morning report strength and the status file strength.

a. **SOURCE DOCUMENT.** The organization morning report, on which initial assignments, reassignments and miscellaneous changes in an individual's status are required to be reported, is the document from which status cards are prepared, deleted or changed depending upon the type of remark appearing thereon. Obvi-

ously in order that the status card might be complete in the detail required by the Department of the Army, all requirements should be reflected in the Army regulation governing morning reports. This is not always the case because some of the required data are subject to change in accordance with policies established by the Department of the Army. Whenever certain information is required to be maintained in the status card, but is not required to be reported on the morning reports by the provisions of AR 345-400, unit personnel sections (or agencies preparing the organization morning reports) will be directed either to include such data in the pertinent morning report remark or to attach a supplemental data sheet to the morning report upon which the corresponding remark appears. Either method may be selected and used. It is mandatory however that the information be reported simultaneously with the remark on the morning report and that morning reports be policed by the analyst constantly in order to insure that this type of information is so reported.

b. **CONTROL OF SOURCE DOCUMENTS.** Morning reports are prepared and submitted daily by organizations to the machine records unit. Upon receipt in the machine records unit, morning reports will be date stamped and routed to a central control clerk. It will be the responsibility of the control clerk to: maintain a daily receipt control; forward the proper morning reports to each analyst; and notify the chief clerk of the administrative section of delinquent morning reports.

(1) *Receipt control.* (a) The morning report control clerk will maintain a control ledger which will be designed as a daily organization check list for the purpose of controlling morning report receipts and determining those organizations that exceed the time limit specified for the submission of morning reports. All organizations, for which morning reports are submitted, will be listed on the control ledger in organizational sequence within file number (the number applied to the group of organizations assigned to an individual analyst for processing). Included on the ledger will be the number of days mail lag allotted to the individual units, the dates of the month for

which morning reports will be received and blocks in which the date of receipt of the unit's morning report will be entered. For example:

	Mail Lag (Days)	DATE OF MORNING REPORT											
		1	2	3	4	5	6	7	8	9	10	11	12
000 Truck Co.	2	3	4	5	6	7	8	9	10	11	12	1	2
000 QM LDY Co.	3	4	5	6	7	8	9	10	11	12	1	2	3

Morning reports that are overdue will be noted daily by the control clerk and a list of delinquent organizations prepared at the end of each work day and sent to the chief of the administrative section so that action may be taken immediately to obtain the delinquent morning report. In determining delinquent morning reports, a maximum of 48 hours may be added to the number of days mail lag ordinarily allowed each individual unit.

(b) The control clerk will have a complete file of subunit organization master cards which he has received from the organization master file section. Each organization master card will have punched the organization name, subunit, processing code (see Note 10, par. 55), and the number of the analyst processing the organization. The control clerk will separate the morning reports between those with changes and morning reports with no changes. To those morning reports with changes, the control clerk will clip the applicable organization master cards. Organization master cards will be pulled for the morning reports with no changes and held aside. Those organization master cards for which morning reports are not received will be used as a check against the entries previously made on the control ledger outlined above. Upon the completion of key punching, the analyst will return the organization master file to the control clerk who will interfile them with those held aside and retain the file for use in connection with the next day's morning report receipts. In order that this master file might be kept current the control clerk will receive cards reflecting changes in organization from the organization master file section.

(2) *Distribution.* The morning reports with organization master cards attached and the morning reports with "no changes" will be distributed to the analysts for processing and verification of strength totals respectively.

The analysts will be notified daily of delinquent morning reports.

c. **PROCESSING MORNING REPORTS.** The analyst, upon receipt of morning reports for organizations for which he is responsible, will perform the following daily operations:

(1) *Analysis.* The analyst will scrutinize the morning reports for obvious errors of commission and omission so that erroneous and incomplete entries may be remedied as expeditiously as possible. For example: when a group remark is made and a special order or extract of special order or an authenticated list accompanies the morning report the number of individuals reported in the remark will be checked against number listed on the inclosure. If the totals do not agree the analyst will bring the delinquency to the attention of the chief of the administrative section who will take remediable action by contacting the organization directly or, if that is not feasible, by mailing an extract of the erroneous morning report entry and accompanying special order or list, requesting that the error be rectified. A suspense will be maintained on erroneous and incomplete items pending corrective action.

(2) *Control of enlistment and separation forms.* Enlistment and separation forms are attached to the morning report prepared for the date of enlistment or separation as applicable. Enlistment and separation forms will be controlled by the analyst. Each separation and enlistment form will be checked against the morning report to insure that an entry substantiating the enlistment and separation has been made. A check mark beside the applicable entry will indicate that this action has been taken. When a form is not substantiated by a morning report entry or when a morning report remark pertinent to an enlistment or separation is not substantiated by an attached form the following action will be taken immediately:

(a) The chief clerk of the administrative section informed.

(b) The delinquent organization contacted by the chief clerk.

(c) The form (if applicable) suspended until corrective morning report is made.

(When the morning report remark is not substantiated by a corresponding attached form, action will be taken as described in (a) and (b) and suspense (indicative of the missing form) maintained by the analyst pending receipt of the form.)

(3) *Coding.* (a) Proper coding of the morning report is one of the most important operations the analyst must perform. The items to be coded are determined by the items currently required to be maintained in the status card. (Codes utilized for this coding are those listed in 330 series WD Memos.)

(b) In coding gains to an organization a complete coding sheet will usually have to be prepared for each gain because a complete card will be punched by the punch section. For gains by accession the proper type of change code and whether or not enlisted under War Department Pamphlet 12-16 will be obtained from the WD AGO Form 21 (Enlistment Record-Regular Army) attached to the morning report.

(c) Losses and miscellaneous changes (promotions, arm or service changes, etc.) will be coded on the morning report and will reflect only the changed information so that a partially punched processing card can be prepared. For losses to the strength of the Army (other than through death or dropped from the rolls or retirement of Regular Army officers) the proper type of change (reason and authority for separation), State of residence, and whether or not the last unit assignment was to an Air Force type unit will be obtained from the separation form (WD AGO Form 53 series). The coding of these last named items will be accomplished at the time the check mark (see (2) above) is placed against the pertinent entry on the morning report.

(d) Upon completion of coding, morning reports and organization master cards will be sent to the punch unit for preparation of the necessary punch cards.

(4) *Disposition of enlistment forms.* When the control outlined in (2) above has been accomplished the enlistment forms, Regular Army and WAC, will be disposed of within 36 hours of receipt as follows:

(a) WD AGO Form 21 will be forwarded to

The Adjutant General, Attention: AGPI, Washington 25, D. C.

(b) WD AGO Form 721 (Enlistment Record—Women's Army Corps) (duplicate copy) will be forwarded to The Surgeon General's Office, Washington 25, D. C.

(5) *Disposition of separation forms (No. 3, Service Command Copy).* When data prescribed in (d) below has been extracted, the No. 3 copy of WD AGO Form 53 series will be stamped "PROCESSED" in upper right hand corner and disposed of as follows:

(a) For Air Force officer and enlisted personnel, and for ASWAAF personnel who have been appointed in the Air Corps Reserve, forward to headquarters, numbered air force of the air defense command in which the address in item 9 of the Form 53 is located.

(b) For officer and enlisted personnel other than (a) above, forward to the headquarters of the major command (army area or department) in which the address in item 9 of the Form 53 is located.

(c) When the address shown in item 9 of the Form 53 is not located within a major command forward to The Adjutant General, Attention: AGAS, Washington 25, D. C.

(d) In the final disposition of separation forms (No. 3 copy) the disposal standards are: for members of the Officers' Reserve Corps and Enlisted Reserve Corps destroy 3 months after termination of individual's reserve status; for officers, warrant officers, and flight officers of the AUS or National Guard, U. S., who are nonmembers of the Officers' Reserve Corps, destroy 9 months after official termination of the present war; for former enlisted men who are nonmembers of the Enlisted Reserve Corps, destroy 6 months after discharge.

d. PUNCHING. A complete status card will be punched for gains to organizations; a partial, processing card, will be punched for losses and miscellaneous changes. The processing card for losses to the Army or transfers from organizations will be punched to include first five positions of last name, Army serial number, type and date of change, code for organization from which lost, grade code, state of residence (see c (3) (c) above), and a significant X(11) punch for the reproducing control; the items

will be punched in the card fields as designated on the status card form and the X(11) punch will be punched in a column which will not conflict with any alphabetic punching in the detail card. Miscellaneous changes will be punched in the same manner as losses except that the changed item will be punched into the processing card in the field so designated in the status card form. In all instances organizational coding will be duplicated or intersperse gang punched from attached organization master card. Cards will be interpreted and forwarded to analyst with the morning reports.

e. PREPARATION FOR MACHINE PROCESSING. Upon receiving the cards from the punch section the analyst will verify the punch cards, item for item, against the morning report entries. The cards will be separated into three groups—gains, losses and miscellaneous changes. The loss and miscellaneous processing cards will be used to select the corresponding status cards from the status file, and, when selection has been made, the processing card will be placed in front of the status card. Each group will be card counted and sent to the machine unit.

f. MACHINE PROCESSING. (1) Losses and miscellaneous changes will be checked on the collator to insure that the processing cards are accompanied by the corresponding status cards. A selection of single card groups will determine this.

(2) *Gains.* All gains will be reproduced in order to obtain—

(a) Cards for preparation of locator cards.

(b) Cards for inclusion in card files in the Machine Section.

(c) Cards for processing daily strength balance control (see par. 56).

(d) *Accession status cards for tag.* The original gain cards will be returned to the analyst for file in the status file.

(3) *Losses.* The processing cards and status cards representing losses will be reproduced in order to obtain:

(a) New status cards for the analyst.

(b) Cards for the preparation of locator cards.

(c) Loss status cards for The Adjutant General.

(d) Cards for use in miscellaneous files (where necessary).

The cards for losses will be retained in the machine unit for use in preparation of daily strength balance control (see par. 56) and the old status and new status cards will be returned to analyst.

(4) *Miscellaneous changes.* The processing cards and status cards representing miscellaneous changes will be reproduced in order to obtain:

(a) New status cards for the analyst.

(b) Cards for the preparation of locator cards.

(c) Cards for processing changes in miscellaneous files.

The cards for miscellaneous changes representing changes in component or corrections in race will be retained in the machine section for use in preparation of daily strength balance control (see par. 56); the old and new status cards will be returned to the analyst.

g. **INTRACOMMAND GAINS AND LOSSES.** Gains and losses that occur between organizations serviced by the same machine records unit are a potential source of duplication in the status file. In order to forestall the possibility of a duplication, the analysts will maintain a suspense file on gains and losses of this type. When an analyst deletes an intracommand loss from his file the operations outlined above will be accomplished, but instead of filing that card immediately in a loss file the losing analyst will give it to the gaining analyst who will hold the loss card in suspense until the gain is received. Likewise intracommand gains, when they are reported prior to receipt of corresponding loss cards, will be processed as outlined above but will not be interfiled in status file pending receipt of the loss cards. Any intracommand gains or losses outstanding after the EDCMR will be investigated and the delinquent organization contacted for an explanation of the failure to gain or lose the individuals. After processing all morning reports as of month end and prior to processing the status file for preparation of strength reports for the Department of the Army, intracommand gain and loss cards being held in suspense will be processed as follows:

(1) Loss cards for which a corresponding gain card has not been received will be reproduced on a different type and colored card using the coding of the organization to which transferred. The loss card will continue to be held in suspense; the reproduced forced gain card will be included with other status cards for listing rosters and for processing strength. Upon completion of processing, the forced gain card will be deleted from the status file and destroyed.

(2) Gain cards for which a corresponding loss morning report remark has not been processed will be reproduced on a different type and colored card. The reproduced card will be interfiled in the status file with the organization to which transferred and will be processed for strength reports; the original card will continue to be held in suspense; the duplicate card in the status file (unprocessed because the loss remark has not been made on the morning report) will be selected from file and held aside until month-end reports have been prepared. When month-end card processing for listing rosters and preparing strength has been completed the reproduced forced gain card will be deleted and destroyed and the duplicate card returned to file pending receipt of the morning report indicating the loss.

54. Month-End Operations

a. Prior to month-end operations each unit commander will prepare in detail a written working schedule for the preparation of reports based on established due dates. It will be developed to insure the most effective utilization of personnel and equipment. This scheduling will provide for the preparation of several reports concurrently. To accomplish this, several reproduced decks of the status file will be required.

b. The initial step in month-end operations will be accomplished in the following manner: As soon as morning reports of the last day of the month for each parent unit are processed to the status card file, and the daily balance operation is completed, the status cards for that parent unit will be forwarded to the machine section for the preparation of monthly personnel rosters, and reproduction of the sta-

tus cards for miscellaneous rosters and strength purposes. The original status cards will be returned to the analysts within one work day. When status cards are not returned within this time limit, the machine supervisor will be notified in order that corrective action may be taken. Each analyst will maintain a control which will indicate parents units released to, and those returned from the machine section and the date of each transaction. It is essential that the portions of the status file be re-

turned promptly so that each analyst can without delay start processing morning reports for the current month. Unless this is done there is immediately built up a backlog of unprocessed morning reports. This will later cause a peak load in key punching and processing.

55. Status Card Form

WD AGO Form 301 will be maintained and punched in the following form:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Name -----		1-18	10-27
b. Army serial number -----		19-26	1-8
c. Duty arm or service (see Note 1) -----	No. 61	27-28	36-37
d. Grade:			
Alpha designation -----	No. 5	29-31	31-33
Code -----	No. 5	32	
e. Military occupational specialty:			
Officer personnel -----	TM 12-406	33-36	36-39 L
Enlisted personnel -----	TM 12-427	33-36	36-39 L
f. Race (see Note 2) -----	No. 18	37	28 L
g. Component (see Note 3) -----	No. 4	38	30 L
h. Category selection—officers only; term of enlistment—RA enlisted only; class of volunteer—WAC only (see Note 4). -----	No. 3	39	34 L
i. Primary duty—officer personnel only (see Note 5) -----	TM 12-406	40-43	23-26 L
j. Basic arm or service (see Note 1) -----	No. 61	44-45	44-45
k. Year of birth -----		46-47	54-55 L
l. Months of overseas service from 7 December 1941 through last tour of overseas duty (continental United States commands only). -----		48-49	43-44 L
m. Date eligible for return to United States under rotation policy (overseas commands only) or date of return from overseas (continental United States commands only) (see Notes 6 and 7):			
Month -----		50	20 L
Year -----		51	21 L
n. Volunteer status (see Note 8) -----		52	46 L
o. Aeronautical or specialty rating -----	No. 40	53	41 L
p. Date of expiration of category selection—officer personnel only; date of enlistment or reenlistment—enlisted men and Class I WAC volun-			

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
teers; date of expiration of service—WAC personnel other than Class I volunteers (see Notes 6 and 7):			
Month -----		54	48 L
Year -----		55	49 L
q. Type of change (see Note 9) -----	No. 20	58-59	51-52 L
r. Date of change (see Note 9):			
Day -----		60-61	56-57
Month -----		62-63	58-59
Year -----		64	60
s. Processing code (see Note 10) -----		65-68	39-42
t. Subunit (see Note 11) -----		69-70	57-58 L

Note 1. Status cards for commissioned officer personnel will reflect both the basic arm or service and the arm or service in which serving (which may be identical with the basic arm or service). The duty arm or service for general officers who are assigned as chiefs of administrative and technical services in the Department of the Army and their deputies will be that of the service to which assigned; for those who are detailed in General Staff Corps the duty arm or service will be "GS"; for all other general officers the duty arm or service will be "GO." The basic arm or service will be that in which an officer was initially commissioned or assigned or to which subsequently transferred. In lieu of basic arm or service, a classification code will be punched in status cards for warrant officers (other than those assigned to Air Force). The classification code will be identical with the classification numbers shown in Army Regulations, 610 series, as amended. For machine records purposes warrant officers in Army Mine Planter Service and band leaders will be designated by codes 98 and 99, respectively. A zero will be punched to precede the one-digit classification numbers.

Note 2. Puerto Rican Negro personnel will be designated by an X (11) punch in addition to Puerto Rican race code.

Note 3. Component will be punched for all officer personnel, Regular Army enlisted personnel who have enlisted or reenlisted in the Regular Army subsequent to 1 June 1945, and Philippine Scouts (indicate component 5) enlisted under the provisions of section 14, Public Law 190, 79th Congress and War Department Bulletin 19, 22 October 1945. Regular Army enlisted personnel will be indicated by a high (12) punch in addition to other required punching.

Note 4. a. Officer cards will be punched 1 through 8

as applicable. For all officer personnel desiring immediate release from active duty a high (12) punch will be punched in addition to other required punching. ASTP graduates will be punched "N." Officer candidate school graduates will be punched "7" or "8" dependent upon the minimum period of election specified in discharge privilege waiver signed in accordance with current Department of the Army requirements.

b. WAC enlisted cards will be punched 1 or 8 as applicable; WAC's who reenter the service under reentry program for duration and 6 months will be punched 1; WAC's who reenter the service for 1 year and extensions of term of service for 1 year beyond normal expiration date of service will be punched 8.

c. The code provided in War Department Memorandum 330-3-1 will be applied to cards for Regular Army enlisted men.

Note 5. a. Enlisted under War Department Pamphlet 12-16 will be punched in column 40 in accession status cards submitted to The Adjutant General (cols. 41-43 will be blank); this information will not be maintained in the status file. The code to be used is as follows:

8 Yes

9 No

b. In lieu of primary duty, State of residence will be punched in columns 40-41 in loss status cards submitted to The Adjutant General (cols. 42-43 will be blank).

Note 6. For category IV, V, VI, VII, and VIII officer, for officers who have signed a discharge privilege waiver, for WAC volunteers (other than Class I), the month and year of expiration will be punched; for Regular Army enlisted men and Class I WAC volun-

teers, month and year of enlistment or reenlistment will be punched. When the date of expiration of category selection or eligibility for separation will occur prior to date eligible for return to continental United States, the date eligible for return will not be punched.

Note 7. The months January through September will be punched one through nine respectively; the months October, November, and December will be punched X (11) punch, J and K, respectively. Only the units position of year will be punched.

Note 8. Cards for volunteers for oversea service will be punched for other than Air Force type officer personnel only. Volunteers will be punched one (1); non-volunteers will be punched two (2).

Note 9. a. Type of change codes currently punched in status cards will not be converted to agree with the revised type of change code (WD Memo 330-20-1). The new type of change code will be allowed gradually to replace the superseded code and will be punched as changes occur. Until displaced by the new type of change, the old code will be punched in the tenths position and an X (11 punch) in the units position of type of change field.

b. Date of change will be converted from the ascending numerical equivalent code to the normally accepted punching of month and year.

Note 10. a. The processing code will be a four-digit numeric code which will be applied to all organizations within the servicing responsibility of the machine records unit and which will serve the needs of the local headquarters in the same manner as parent unit number and type, type of organization, and station codes serve the Department of the Army. The formulation and application of this code to the individual organizations and stations will be left to the discretion of each command. The structure of the processing code will be flexible enough to allow the organizations and stations to be machine processed in a natural, accepted sequence, and, at the same time to permit the assignment of codes to newly activated organizations or organizations subsequently transferred to the servicing of the machine records unit, in such a way that they would be placed in a logical sequence within the code structure. For example: a machine records unit might service 587 organizations (parent units), which are located at 156 stations, which in turn are situated in 12 States. To each State would be allotted a specific block of numbers depending upon the number of military installations located in the State, i.e., States 1 through 6 would be allotted blocks of 500 numbers, States 7 through 10 would be allotted blocks of 1000 numbers, and States 11 and 12 would be allotted blocks of 1500 numbers. The States would be arranged alphabetically and would be machined on a combination of the hundredths and thousandths positions of the code. The stations and organizations within each State would be blocked in accordance with the proportion of organizations located at an individual

station; i.e., State No. 12 is composed of 20 stations and 125 organizations proportioned as follows: 1 station with 46 organizations, 1 with 37 organizations, 1 with 11 organizations, 1 with 10 organizations, 1 with 4 organizations, 2 with 2 organizations and 13 with 1 organization; the State block would then be further blocked into proportionate subblockings allowing sufficient room for expansion in the event of newly activated or transferred organizations or installations. The stations, and organizations within them, would be arranged in a sequence best suited to the needs of the individual command and to machine processing.

b. In status cards forwarded to The Adjutant General the processing code will be converted to the parent unit number and type, station, and type of organization codes required by provisions of codes 64, 63, 73 and 65, respectively, of 330 series, War Department Memorandums. Parent unit number will be punched in columns 71-74, parent unit type in columns 75-76, station in columns 77-80 and type of organization in columns 65-68. These items will be interpreted in designated blocks. Status cards forwarded to The Adjutant General for personnel assigned to units located outside continental United States (include foreign assignment units serviced by continental machine records units) will be punched with area, sector, and base code (code No. 73-2, 330 series, WD Memo.) in lieu of station code (columns 77-80).

c. Casual shipment number will be punched in columns 71-80 in transfer notice cards for casual personnel being returned to the United States or being reassigned to other oversea commands.

Note 11. a. For casual personnel being returned to the United States, separation center or reception station number will be punched in lieu of subunit number.

b. Machine records unit number will be punched in lieu of subunit number in status cards forwarded to The Adjutant General (code No. 91, 330 series, WD Memos.).

Note 12. An X (11) will be punched in column 57 of loss status cards submitted to TAG, if the organization indicated in item 6 of the separation form reflects an Air Force type unit or if the arm or service indicated in item 4 of the separation form is Air Corps (AC).

56. Daily Strength Balance Control

This control will consist of a daily balance between the strength of an organization as reported on the morning report and the strength of the same organization brought forward daily by means of the machine prepared status file changes processed into or out of a daily strength summary card file.

a. DAILY STRENGTH FILE. This file will contain a punched card for each organization for

which morning reports are submitted to the machine records unit. The daily strength summary card will be punched as follows:

<i>Data</i>	<i>Columns to to be punched</i>
(1) Daily gains (officer)	13-15
(2) Daily losses (officer)	16-18
(3) Daily gains (enlisted)	19-21
(4) Daily losses (enlisted)	22-25
(5) Totals:	
Officers	43-45
Enlisted	46-49
Officers, Regular Army	50-52
Enlisted, Regular Army	53-56
Officers, Negro	57-59
Enlisted, Negro	60-63
(6) Processing code	65-68
(7) Subunit	69-70
(8) Date (day and month)	71-73
(9) File number	74

b. **DAILY SUMMARIZATION.** Upon completion of the preparation of new status cards for the status file analyst (see par. 53e), a reproduced copy of organizational gains, the loss cards and miscellaneous changes affecting component, basic status and race will be sorted by organization and file number and collated into the daily strength summary file. The summary file will then be resummarized, punching in the new summary cards the total gains and losses per organization (officer and enlisted personnel separately) for that date; the strength totals indicated in columns 53-80 of the summary card will also be changed in accordance with the gains, losses and changes affecting component, race and basic status. During the resummarization a tabulation will be prepared upon which will be indicated all the aforementioned totals for each subunit.

c. **BALANCING.** The summary tabulations will

be sent to the respective analysts who will balance the total strength figures shown thereon for each organization against the totals shown in the strength section of the morning report. Total gains and losses for officer and enlisted personnel shown on the balance tabulation will be checked by the analyst against the gains and losses processed against the status file that day. The tabulation will be checked against the previous day's tabulation in order to determine whether the Regular Army totals or Negro totals have changed. Any changes in these totals will be verified against the morning report remarks.

d. **ZERO BALANCING.** The above balancing procedure provides for a control of morning report strength and strength as shown in daily summary cards but it does not provide positive insurance that all status cards are in file. In order to accomplish the latter control it will be necessary to zero-balance periodically during the month (at least once a week) the daily strength summary card file and the detail status card file. This zero balancing will be broken down into groups corresponding to the status card analysts' files and will include the totals indicated in columns 53-80 of the summary card.

57. Semimonthly Strength Balance Control

a. In addition to the tabulations prepared for the respective analysts as directed in paragraph 56b, a semimonthly strength balance control tabulation will be prepared substantially in the manner shown in figure 2. The tabulation, prepared on 1413 or 813 stock form from processing cards, will indicate consolidated totals for the entire command, and will be routed to the chief, statistic subsection of the Executive Section, after preparation. The total strength of the semimonthly strength balance control report will be reconciled with the total of the daily summarizations prepared for the analysts. The tabulation will be prepared as of the 11th work day of each month and as of the last day of each month.

(1) *Command gains to strength accountability.* (a) *By accession.* To include all gains

due to acceptance of a commission from civil life and entry on extended active duty; recalls to extended active duty; commissions from officer candidate schools and other sources; enlistments; reenlistments.

(b) *By assignment.* To include all personnel gained by assignment to an organization in the strength accountability of the command from an organization in the strength accountability of another command.

(c) *Return to military control.* To include all personnel returned to military control from a dropped from the rolls as AWOL, POW, or missing status.

(d) *Restoration to duty.* To include personnel restored to duty from a general prisoner status.

(e) *Movement of units.* To include the strength of intact units for which strength accountability has been assumed under the provisions of AR 345-60.

(f) *Other gains.* To include those gains to strength accountability of the command not accounted for above, such as gains due to erroneous reports of deaths, and previous administrative errors in preparation of morning reports. Gains reported under this category will be carefully analyzed in the statistics subsection of the Executive Section to insure that corrective action is taken when it is evident that unaccountable gains occur as a result of internal operations of the machine records unit or ineffective administrative procedures within the command.

(2) *Command losses to strength accountability.* (a) *Reassignment losses.* To include losses from an organization in the strength accountability of the command to an organization in the strength accountability of another command.

(b) *Separation.* To include losses by reason of separation from the service or death.

(c) *Dropped from rolls.* To include personnel dropped from the rolls of the Army as AWOL, general prisoner, missing, or captured.

(d) *Movement of units.* To include the strength of intact units for which strength accountability has been assumed by another

command under the provisions of AR 345-60.

(e) *Other losses.* To include those losses to strength accountability of the command not accounted for above. Losses reported under this category will be carefully analyzed in the statistics subsection of the Executive Section to insure that corrective action is taken when it is evident that unaccountable losses occur as a result of internal operation of the machine records unit or ineffective administrative procedures within the command.

b. The weekly appropriate zero balance control (prescribed by par. 56d) will be prepared to coincide with the dates (11th work day and last day of each month) prescribed for preparation of the semimonthly strength balance control report. Strength forward (Item P, fig. 2) will be in agreement with the total strength reflected in the weekly zero balance control prepared as of the corresponding date, and the total count of the status file (par. 56d).

c. When discrepancies are noted, the processing cards will be resummairized to obtain separate totals for each analyst's file. By the use of these separate totals the discrepancies may be traced to the appropriate file and corrected. The nature of the discrepancy and the necessary action taken to correct such discrepancy will be noted on the tabulation reflecting the error.

d. The strength figures shown in this tabulation will also be used for control of month-end strength reports submitted to the Department of the Army. The strength of the command as reflected in month-end strength returns must balance with strength totals reflected on the tabulation. In the event that the figures do not balance, necessary steps will be taken to isolate the discrepancy and make necessary corrections prior to submitting the strength returns to the Department of the Army. An explanation of all discrepancies between the strength computed as prescribed above, and the strength reflected in 320 strength summary cards, and a statement as to corrective action taken, will be attached to the mid-month and month-end tabulations.

e. **DISPOSITION OF TABULATIONS.** (1) The original copy of the month-end tabulation, to-

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gether with explanation of discrepancies required by *c* above, will be forwarded with the 320 strength transmittal by continental United States commands; oversea commands will forward the tabulation and explanation of discrepancies to The Adjutant General, Attention: AGAS, by air mail, special delivery, on or before the 11th work day of the month.

(2) A copy of the midmonth and month-end tabulation and explanation of discrepancies will

be filed in machine records units and will be available for inspection.

f. AUTHENTICATION OF MONTH-END TABULATION. The officer in charge, or officer designated by the officer in charge, will authenticate the original copy of the month-end tabulation to indicate that the totals shown therein are in agreement with totals reflected in month-end strength returns.

SEMI-MONTHLY STRENGTH BALANCE CONTROL

Period _____
(from) (through)

	COMMAND GAINS AND LOSSES TO STRENGTH ACCOUNTABILITY				AGGREGATE
	WHITE		NEGRO		
	OFFICERS	ENLISTED	OFFICERS	ENLISTED	
A. Strength brought forward					
Gains:					
B. Assignment					
C. Accession					
D. Return to Mil Cont.					
E. Restoration to duty					
F. Movement of units					
G. Other					
H. Total Gains					
Losses:					
I. Reassignment					
J. Separation					
K. Dropped from rolls					
L. Troop movement					
M. Other					
N. Total Losses					
O. Net Change					
P. Strength forward					

REMARKS:

FIGURE 2. Semi-monthly strength balance control.

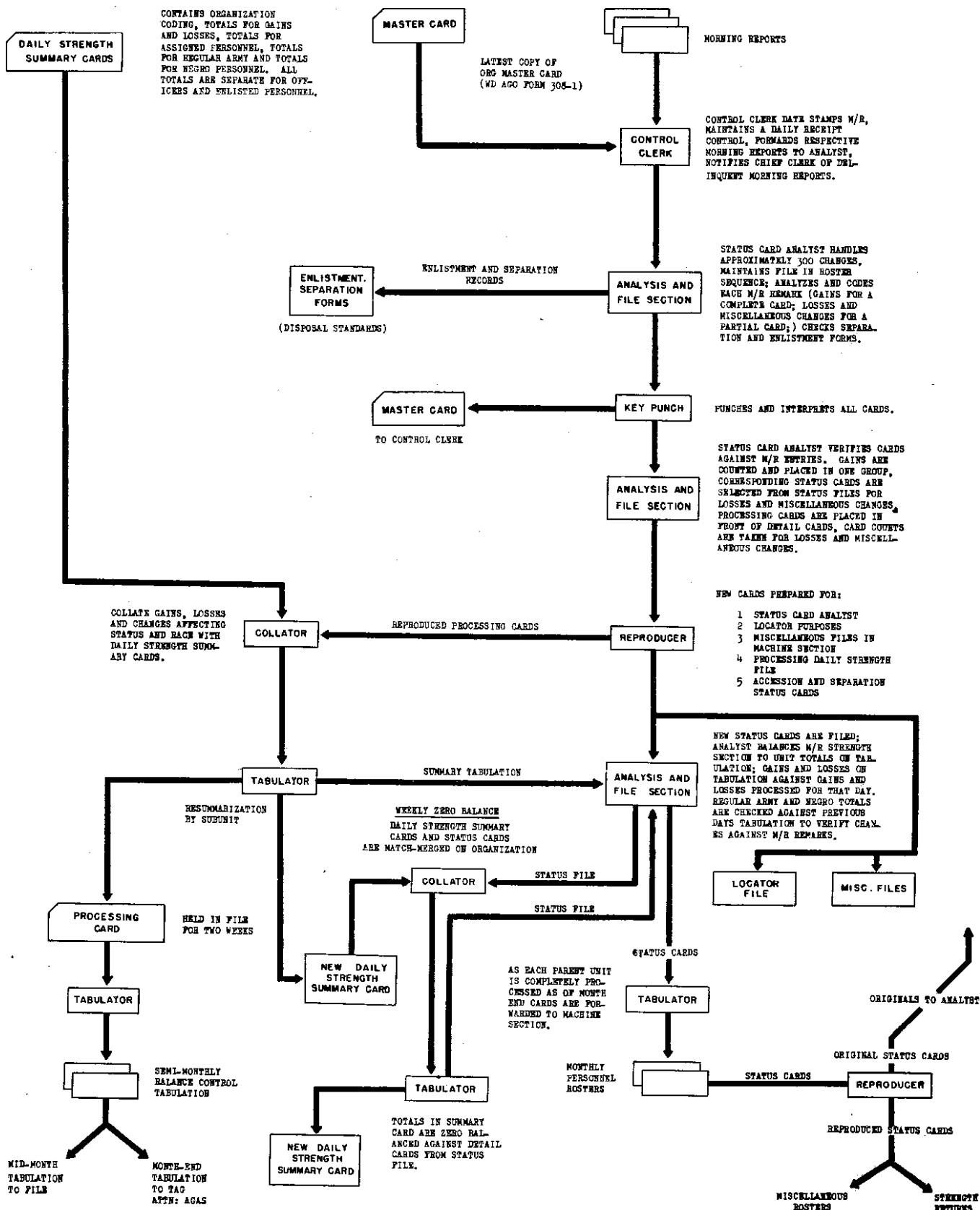


FIGURE 3. Status card processing, morning report and daily balance control.

CHAPTER 5

MORNING REPORT LOCATOR CARDS (WD AGO FORM 302)

(Reports Control Symbol AG-40)

58. General

a. An accurate and timely knowledge of certain changes in the status of military personnel, as reported in morning report entries, is essential to the Department of the Army in the performance of various functions relating to the administration of such personnel. Also, information concerning the current location of individuals is essential to the functions of postal units, headquarters, ports of embarkation, etc. WD AGO Form 302 (Morning Report Locator card) is designed to provide all agencies concerned with the data mentioned.

b. In view of the extensive use made of morning report locator cards (in the Department of the Army, these cards are used in The Adjutant General's Office and in offices of the chiefs of technical services), it is vitally important that they be prepared accurately, that all required changes be reported, and that they be prepared and submitted with the least practicable delay.

c. Appropriate controls will be established in each machine records unit to assure that the foregoing is accomplished.

59. For Whom Locator Cards Are Prepared

Morning report locator cards will be prepared for every officer, male and female; warrant officer, male and female; flight officer; Army nurse; Public Health officer; Coast and Geodetic Survey officer; dietitian; physical therapist; aviation cadet; enlisted man; enlisted woman; every retired officer and retired enlisted man on active duty; every naval officer assigned to duty in the Army.

60. Where Locator Cards Are Prepared

Morning report locator cards will be prepared in machine records units and statistical control offices located in continental United States and in oversea commands.

61. Frequency of Preparation

Morning report locator cards will be prepared on a daily basis and as specified in paragraphs 69, 70, and 71.

62. Changes Required to Be Reported

Morning report locator cards will be prepared for all changes in personnel status specified in War Department Memorandum 330-20-1.

63. How Prepared

New status cards created as a result of daily processing will be sorted by type of change, selecting all changes for which morning report locator cards are required. Status cards containing the selected types of change will be merged with organization master cards. From the merged cards, appropriate data contained in the status cards will be reproduced, and at the same time, organization and station name from organization master cards interspersed gang-punched, into the morning report locator card form, using card columns indicated in the following paragraph. The cards then will be interpreted, using the type bars specified. At this point, morning report locator cards required locally should be reproduced from the new locator cards.

64. Form in Which Prepared

The form in which morning report locator cards are prepared will be as follows:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Name		1-20	4-23
b. Serial number		21-28	25-32
c. Grade alpha designation	No. 5	30-32	35-37
d. Status (see Note 1)	No. 20	33	2
e. Date of change:			
Day		34-35	45-46
Month and year		36-37	48-49
f. Arm or service (alpha)	No. 61	39-41	39-41
g. Machine records unit code	No. 91	42-43	58-59
h. Subunit number	No. 62	44-45	16-17 L
i. Organization name (see Note 2)		48-62	19-33 L
j. Station name, shipment or APO number		63-79	43-59 L
k. Race	No. 18	80	43

Note 2. Cards for casual companies transferred to staging areas will be punched with the casual company designation in columns 48-62 and APO number in columns 73-79.

65. Transmittal Tabulation

Morning report locator cards for officer and enlisted personnel will be grouped separately. Each group will be in sequence by type of change code within date of change. For each shipment of morning report locator cards forwarded to The Adjutant General's Office, a transmittal tabulation, in duplicate, will be prepared separately for officer and enlisted personnel. The tabulation will indicate the preparing machine records unit, the date of shipment, the dates of change, the total number of cards for each date of change, and aggregate total. The officer in charge, or an officer designated by the officer in charge, will authenticate the transmittal tabulation to indicate that the shipment contains only those types of changes required by War Department Memorandum 330-20-1.

66. Corrections

a. CARDS WHICH SHOULD NOT HAVE BEEN SUBMITTED. When morning report locator cards have been submitted to the Department of the Army indicating a change required to be reported by War Department Memorandum

330-20-1, and the status of the individual should have remained unchanged, duplicates of the cards previously submitted will be prepared. These cards will be used in the Department of the Army for deleting corresponding cards from files. The deletion cards will be punched (in addition to other required punching) with an identifying "W" in column 47 and the "W" will be interpreted in type bar one (1) to the left of the word "status" on the cards. These cards will be rubber-stamped or inscribed in the remarks section with the words "INCORRECT — DELETE CORRESPONDING CARD," using large, conspicuous letters.

b. ERRONEOUS SERIAL NUMBER, NAME, ETC. When morning report locator cards have been submitted with erroneous serial number, name, grade, arm of service, organization, station, shipment number or APO number, race, date of change, or type of change, deletion cards will be prepared as described above. Cards, containing the corrected items and other required data, will also be prepared, and rubber-stamped or inscribed in the remarks section with the word "CORRECT," using large, conspicuous letters.

c. CHANGES IN NAME. When the name of an individual is changed by legal process (i.e., by marriage, annulment, or court order) two morning report locator cards will be prepared. One card will be punched to reflect the name

as it appeared on personnel records of the Army prior to the change. The date of change of name will be punched in the date of change field. In the remarks section of the old locator card will be inscribed "Name changed by (marriage, annulment, or court order) to". The other card will be punched to reflect the new name as it appears on personnel records of the Army after the change. The date of change of name will be punched in the date of change field. In the remarks section of the new locator card will be inscribed "Name changed by (marriage, annulment, or court order) from". These cards will contain other required information except that a type of change will not be punched.

d. ROSTER CORRECTIONS. Morning report locator cards will be prepared for all roster corrections of changes in status as specified in War Department Memorandum 330-20-1.

e. FORWARDING CORRECTIONS. Cards required by *a*, *b*, and *c* above will be identified, separated by a tab card, and accompanied by a separate transmittal tabulation, included with regular shipments of locator cards forwarded to The Adjutant General's Office; cards required by *d* above will be included with regular shipment of locator cards.

67. How Locator Cards Are Shipped

Morning report locator cards will be shipped to The Adjutant General's Office, on a daily basis, by regular mail special delivery by machine records units and statistical control offices located in continental United States; and by air mail by other machine records units and statistical control offices. Each shipment will include the two copies of the transmittal tabulation, and one copy of WD AGO Form 0331 (Transmittal Form).

68. Morning Report Locator Cards for Personnel being Transferred to Ports of Embarkation or Staging Areas

a. LIAISON. Close liaison with other sections of the headquarters will be maintained in order that advance knowledge of planned departure of individuals or units to ports of embarkation or staging area may be obtained.

b. PREPARATION. Sufficiently in advance of departure, status cards for personnel being transferred as part of intact organizations, to ports of embarkation or staging areas, will be withdrawn from the status card file. From these status cards, two sets of locator cards will be prepared in the form indicated in paragraph 64, eliminating type of change and station but gang-punching shipment number in the station field. For individuals transferred from replacement depots to staging areas as part of a casual company, locator cards will be punched with the casual company designation and appropriate APO number. These cards will be sorted alphabetically by unit, and interpreted.

c. DISPOSITION. Before departure to the staging area or port of embarkation, the above locator cards will be forwarded to organizations moving to the port or staging area.

69. Morning Report Locator Cards for Personnel Transferred Overseas

a. FOR THE ADJUTANT GENERAL'S OFFICE. Immediately upon departure of vessels, morning report locator cards will be prepared for all officers, and for enlisted men of provisional shipping units, being transferred overseas. Status cards which have been reconciled with corrected passenger lists and organization master cards will be used to prepare cards in the form indicated in paragraph 64. The cards will be included with other shipments of locator cards forwarded to The Adjutant General's Office. Morning report locator cards will *not* be prepared for enlisted personnel of intact units being transferred overseas.

b. FOR OTHER AGENCIES. The reconciled status cards will be used to prepare locator cards, as required, for the following:

(1) The commanding general of the port of embarkation.

(2) The postal officer at the port of embarkation.

(3) The New York Port of Embarkation for all personnel embarking at a location east of the Mississippi River.

(4) The San Francisco Port of Embarkation for all personnel embarking at a location west of the Mississippi River.

(5) The assigned Army post office that will service the personnel when that post office is different from the Army post office servicing the port of embarkation from which the personnel departed. (For example, personnel departing from the New York Port of Embarkation who have a Miami APO number.)

70. Morning Report Locator Cards for Personnel Being Transferred to the United States from Overseas

a. FOR THE ADJUTANT GENERAL'S OFFICE. Morning report locator cards will be prepared, in continental United States machine records units servicing ports of debarkation, for all personnel returning to the United States except the following:

(1) Enlisted personnel returning for separation.

(2) Enlisted personnel of an intact unit (except those units scheduled to be inactivated at the port of debarkation and the enlisted personnel thereof reassigned).

These cards will be in the form indicated in paragraph 64 and will be punched with type of change "C" and with the next organization and station to which the personnel are subsequently transferred from the port. Cards will be forwarded to The Adjutant General's Office as a part of regular daily shipments.

b. FOR OTHER AGENCIES. Morning report

locator cards for personnel being transferred to the United States from overseas will be prepared in continental United States machine records units servicing ports of debarkation, as required, to provide individual sets for—

(1) The commanding general of the port of debarkation.

(2) The postal officer of the port of debarkation.

(3) The New York Port of Embarkation for all personnel debarking at a location east of the Mississippi River.

(4) The San Francisco Port of Embarkation for all personnel debarking at a location west of the Mississippi River.

c. FOR PERSONNEL ACTIONS BRANCH, AGO. Morning report locator cards will be prepared in continental United States machine records units servicing ports of debarkation, for all hospitalized personnel returning to continental United States. These cards will be forwarded to the Adjutant General, Attention: AGPO—C, in addition to the shipment to The Adjutant General, Attention: AGAS.

71. Aerial Shipments

Morning report locator cards for personnel transferred overseas by air will be prepared by the losing command, as applicable, and by the gaining command, and not by the aerial ports of embarkation through which this type of personnel passes.

CHAPTER 6

ORGANIZATION MASTER CARDS (WD AGO FORM 308-1)

(Reports Control Symbol AG-39)

72. General

Organization master cards are designed to provide the unit name, station name, organizational coding, echelon coding, race, type of change, and date of change for each organization being serviced by the machine records unit. These cards are used to indicate roster headings, to prepare locator cards, for gang-punching organization name and echelon codes into strength summary cards and for various control functions.

73. Organizations for Which Master Cards Are Prepared

Cards will be prepared for each subunit within the servicing responsibility of the machine records unit.

74. Where Master Cards Are Prepared

Cards will be prepared in machine records units located in continental United States and in oversea commands.

75. Processing

a. FILES TO BE MAINTAINED. (1) The parent unit file will contain one card for each T/O & E parent unit, and one card for each separate activity within an area service unit or technical service unit being serviced. If a T/O & E parent unit or separate activity of the same area service unit or technical service unit is divided into two or more parts located at separate stations, a card will be maintained for each part of the unit or activity.

(2) The subunit file will contain one card for each subunit being serviced.

(3) Parent unit cards, received from The Adjutant General's Office, for organizations assigned to commands located in the United States, will be maintained in a pending file. The Adjutant General's Office will furnish these cards, prepared in the form indicated in paragraph 78, for all changes to organization status that originate in the Department of the Army. For reference purposes each shipment of cards from The Adjutant General's Office will include a transmittal number and each card within the shipment will be numbered.

b. INSTRUCTIONS APPLICABLE FOR PIPELINE PERSONNEL. (1) Separate organization master cards will be prepared for pipe-line detachments (this personnel is reported on separate morning reports). These organization master cards will conform with cards prepared for the parent units in which the operating personnel is being accounted for except that—

(a) Type of Unit Code, War Department Memorandum 330-63-, will reflect "99, Pipeline personnel."

(b) Status Code, War Department Memorandum 330-100-1, Part F, will reflect "6 Pipe Line."

(c) Troop Basis Category Code, WD Memorandum 330-100-1, Part E will reflect applicable pipe-line code; e.g., 17-Air Force Type Pipe Line, 64-Army Wide Activities Pipe Line.

(d) Appropriate type of organization code, War Department Memorandum will be used to define the type of personnel being accounted for.

(2) All codes and coding procedures are established to conform with the Department of the Army Troop List, the sequence of which is governed by a line number sequence as estab-

lished by the Troop Program Assignment Code. These codes and procedures are constantly being revised. Current status will be maintained by a careful study of notification of changes to War Department Memorandums 330 series and current monthly publications of the Troop Program Assignment Code.

c. INSTRUCTIONS APPLICABLE TO PATIENTS IN A DETACHMENT OF PATIENTS WHO ARE SCHEDULED TO RETURN TO DUTY, AND TO NON-EFFECTIVE PERSONNEL. Separate organization master cards will be prepared for Air Force type noneffective personnel, Air Force type patients in a detachment of patients who are scheduled to return to duty, other than Air Force type noneffective personnel and other than Air Force patients in a detachment of patients who are scheduled to return to duty. The organization master cards for personnel on terminal leave, personnel in process of separation, and patients not scheduled to return to duty will be punched, under Troop Basis Category Code (WD Memo 330-100-1, Part E), 19 for Air Force type personnel and 67 for other than Air Force type personnel and with applicable type of organization code. Organization master cards for patients scheduled to be returned to duty will be punched, under Troop Basis Category Code (WD Memo 330-100-1, Part E), 64 for both Air Force and other than Air Force type personnel and, under type of organization code, U872 for Air Force type personnel and U873 for other than Air Force type personnel.

d. CHANGES IN CODING. When changes to codes applicable to organization master cards are received from The Adjutant General's Office, cards for the organizations affected will be corrected accordingly.

e. CHANGES SUBMITTED BY ORGANIZATIONS. Morning report control clerks will review the record of events section of all morning reports received each day for changes in the status of organizations as indicated in WD Memorandum 330-29-1. All morning reports containing such changes will be routed to the organization master card control clerk who will immediately prepare an organization control and code sheet and forward the morning report to the status file analysts. WD AGO Form R-5511 (Organ-

ization Control and Code Sheet) is a suggested control and code sheet which will be reproduced locally on 8 by 10½-inch paper to meet the requirements of individual commands. Necessary data will be entered on the control and code sheet by the organization master card control clerk and verified by the supervisor or other responsible individual. The control and code sheets will then be routed to the key punch section for the preparation of organization master cards in the form indicated in paragraph 78. The punched and interpreted cards will be returned to the organization master card control clerk.

f. VERIFICATION. Parent unit organization master cards, prepared in the machine records unit for changes in organization coding will be compared with cards previously furnished by The Adjutant General's Office and referred to in a(3) above. If coding on the cards does not agree, a copy of the card prepared in the machine records unit will be submitted to The Adjutant General's Office with a letter of explanation, quoting reference to the transmittal and card numbers under which notification was received.

g. REPRODUCTION. Daily, upon completion of processing changes to the organization master cards, the following changes will be reproduced and forwarded to the places indicated below:

Step one—all changes affecting the parent unit file for organizations that are assigned to commands located in continental United States will be reproduced and forwarded to The Adjutant General's Office (see pars. 76 and 80a).

Step two—all changes involving a transfer of machine records unit servicing will be reproduced and forwarded with status cards to the machine records unit assuming the servicing. These cards will include a notation on the face of each card to indicate the change being effected and authority for the change. (See par. 80b.)

Step three—all changes affecting the parent unit and subunit files will be reproduced and filed in the machine records unit, parent unit and subunit organization master card file. The control clerk will enter his initials and the date

on the control and code sheet to indicate that required action has been completed.

76. Organization Master Cards To Be Submitted to The Adjutant General's Office

a. CARDS FOR PERMANENT CHANGE OF STATION OF INTACT PARENT UNITS. When a permanent change of station occurs for an intact parent unit, organization master cards for Code "Four" (4) or Code "M" (WD Memo 330-29-1) will be prepared and submitted. Cards punched with Code "M" will reflect the date of change and will be inscribed on the face of the card with the new station, and, if applicable, the machine records unit assuming the servicing. Cards punched with Code "4" will reflect the date of change and will be inscribed on the face of the card with the previous station and, if applicable, the machine records unit losing the servicing.

b. CARDS FOR CHANGE OF STATION OF SPLIT PARENT UNITS. When an intact parent unit (T/O & E units only) is divided and one or more subunits change station, the loss (Code M, WD Memo 330-29-1) card, punched to indicate the split condition of the unit (high (12) punch in column 68), will reflect the date of change and will be submitted to The Adjutant General's Office, and will include a written notation indicating which subunits changed station, which subunits did not, and to which stations the various subunits moved. Gain (Code M, WD Memo 330-29-1) cards for each subunit of the parent unit changing station, punched to indicate the split condition of the parent unit and the date of the change will also be submitted, and will include a notation indicating which subunits of the parent unit are at the new station. When a split parent unit becomes an intact organization the organ-

ization master card, with the high (12) punch in column 68 eliminated, will include a notation that parent unit is intact.

c. CARDS FOR TEMPORARY CHANGE OF STATION. Temporary changes of station will not normally be reported. However, if an organization is transferred from one location to another on a temporary change of station, and the organization is to proceed to a new permanent station upon departure from the temporary station, organization master cards will be prepared as specified in *a* above, for the temporary change of station and submitted to The Adjutant General's Office.

d. CARDS FOR ALL OTHER CHANGES AFFECTING PARENT UNIT FILE. Organization master cards, punched with the appropriate type of change (WD Memo 330-29-1) and date of change will be submitted for all other changes affecting the parent unit file. Cards processed for types of change 9 or R, when the transfer of servicing does not involve a permanent change of station of the organization, will reflect the effective date of the directive authorizing the transfer of servicing. When a transfer of servicing and a permanent change of station occur simultaneously, Codes "4" or "M" will be used. Cards processed for changes in command and changes in machine records servicing, both of which occur simultaneously, will be punched with Code "S."

77. Disposition of Replaced Cards

Cards deleted from the parent unit and subunit organization master card files may be disposed of at the direction of the command concerned.

78. Form in Which Organization Master Cards Are Prepared

These cards will be prepared on WD AGO Form 308-1 (Organization Master Card) as follows:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
<i>a. Organization name</i>	1-15	1-15
<i>b. Echelon (see Note 1):</i>			
Status code	No. 100, Part F	16	34

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
Status, alpha designation	No. 100, Part F	17-18	35-36
Race composition of unit (see Note 2)	No. 100, Part K	19	38
Continental area	No. 100, Part C	20	39
Command	No. 100, Part A	21	40
Location and assignment	No. 100, Part B	22-24	42-44
Troop basis category	No. 100, Part E	25-26	45-46
c. Type of organization (see Note 1)	No. 65	28-31	49-52
d. Machine records unit code (see Note 3)	No. 91	32-33	57-58 L
e. Parent unit:			
Number	No. 64	34-37	21-24
Type	No. 63	38-39	26-27
f. Station (see Note 4)	No. 73	40-43	29-32
g. Station name		44-60	1-17 L
h. Subunit (see Notes 5 and 6):			
Number		61-62	19-20 L
Name		63-76	23-36 L
i. Type of change (see Note 7)	No. 29	77	42 L
j. Date of change (see Note 7):			
Day		78-79	44-45 L
Month		80	46 L

Note 1. When units arrive at a staging area or port of embarkation for shipment overseas, the coding of location and assignment, command and continental area will be changed to conform with the movement orders. The coding for troop basis category, status, race composition of unit, and type of organization will not be changed.

Note 2. Race composition of unit will be obtained for non T/O units from authoritative sources in the command concerned. Codes will not be based upon race code reflected in month end strength summary cards.

Note 3. Cards maintained in the subunit file will be punched in columns 32-33 with the file number corresponding to the section of the status card file in which the appropriate organization is located.

Note 4. Organization master cards forwarded to The Adjutant General's Office for units arriving at a port of embarkation or staging area for shipment outside the continental United States will have the port of embarkation or staging area station code, as applicable, punched in columns 40-43.

Note 5. Subunit number and name will not be punched in parent unit organization master cards which are forwarded from and/or to The Adjutant General's Office.

Note 6. Parent units (applicable only to T/O units) that are split, parts of which are located at two or more stations, will be designated by a high (12) punch in column 68 and interpreted from type bar 16, upper line, in cards forwarded to The Adjutant General's Office and in those maintained in the parent unit file only.

Note 7. In the type and date of change fields (cols. 77-80) a four-digit numeric processing code will be punched in the organization master card maintained in the machine records unit. This processing code will be in addition to other organizational coding punched in the organizational master card and will conform with the processing code punched in the status card columns (see par. 55, Note 10).

79. Reports Control Symbol

Reports Control Symbol AG-39 is applicable to the cards forwarded in accordance with the following paragraph.

80. Forwarding

a. TO THE ADJUTANT GENERAL'S OFFICE. Organization master cards for all required changes, accompanied by a transmittal card form (WD AGO Form 0331) will be forwarded to The Adjutant General, Attention: AGAS, Washington 25, D. C., within 48 hours after notification of change has been received. The Fourth Army machine records unit and machine records units located east of the Mississippi River in continental United States will forward these cards by regular mail, special delivery; all other machine records units lo-

cated in continental United States will use air mail special delivery.

b. To OTHER MACHINE RECORDS UNITS. Organization master cards for organizations transferred to the servicing responsibility of another machine records unit will be forwarded to the appropriate machine records unit along with required morning reports and status cards. (See sec. I, ch. 10.)

81. Additional Requirements

a. To ACCOMPANY MORNING REPORTS. A set of parent unit organization master cards, with the echelon code field not punched, for all organizations serviced during the month will be forwarded to The Adjutant General's Office with morning reports (see ch. 11).

b. To ACCOMPANY STATUS CARDS FOR ABSENTEES DROPPED FROM THE ROLLS OR RETURNED TO MILITARY CONTROL. A set of

organization master cards for all parent units represented by status cards being shipped will be prepared as of the 15th day of each month and forwarded to The Adjutant General's Office with the status cards (see sec. III, ch. 10.) These cards will be forwarded only from machine records units located in the continental United States.

c. To ACCOMPANY BASIC BRANCH AC STATUS CARDS. A set of organization master cards for all parent units represented by status cards being shipped will be prepared as of the last day of each month and forwarded to Commanding General, Department of the Air Force. (See sec. III, ch. 7.)

d. FOR MORNING REPORT CONTROL CLERK. Each day a complete set of subunit organization master cards will be reproduced, interpreted, and submitted to the morning report control clerk for use in controlling the receipt of morning reports.

ORGANIZATION CONTROL AND CODE SHEET						
DESCRIPTION OF CHANGE:						
AUTHORITY FOR CHANGE:						
PARENT UNIT:						
ECHOLON CODE	Type Organization	MRU Code	PARENT UNIT NUMBER	P. U. TYPE	STATION CODE	
16	X X 28	32	34	38	40	
STATION NAME		T.C.	DATE OF CHANGE			
44		X 77	DAY MO.			
S. U. NO.	SUBUNIT NAME	MORNING REPORT STRENGTH				
61	63	OFFICERS		W.O.		ENLISTED
		DATE CARDS FILED IN MRU OMC FILE				INITIALS
		DATE CARDS FORWARDED TO TAGO				
		DATE CARDS FORWARDED TO OTHER MRU				
		DATE STATUS FILE CORRECTED				
		DATE DAILY STRENGTH MASTER CARDS CORRECTED				
		REMARKS:				

CHAPTER 7

PERSONNEL ROSTERS

Section 1. OFFICER AND ENLISTED PERSONNEL

82. Definition

Personnel rosters are listings of individuals assigned, and attached to an organization or installation as of a specified, predetermined date. The purpose of the roster is to indicate the status of each individual on the date specified and to serve as a matter of record in the Department of the Army, in the headquarters of the major command, and in the organization itself. This charter outlines the manner of preparation of monthly officer and enlisted personnel rosters prescribed by AR 345-900, miscellaneous monthly rosters, and special monthly rosters by branch which will enable the Department of the Army to control the assignment of officer personnel.

83. Monthly Personnel Rosters (Reports Control Symbols AG-53)

a. SOURCE. Personnel rosters for officer personnel rosters will be prepared for all organizations and installations within the machine records servicing responsibility. Rosters will be prepared separately for officer and enlisted personnel.

b. WHERE ROSTERS ARE PREPARED. Rosters will be prepared in machine records units and statistical control offices located in continental United States and oversea commands.

84. Preparation of Rosters for Officer Personnel

a. SOURCE. Personnel rosters for officer personnel will be prepared as of the last day of each

month from WD AGO Form 301, and duty description cards. The status card file furnished the machine section by each analyst will be in sequence required for roster preparation to preclude machine sorting.

b. FORM TO BE USED. Officer personnel rosters will be prepared on WD AGO Form 305 (Miscellaneous Report Form).

c. SEQUENCE. Rosters will be prepared separately for each parent unit of an organization or installation. The personnel on each roster will be grouped as follows:

(1) Alphabetically by name within grade for each of the following identity groups:

- (a) Officer.
- (b) Warrant officer.
- (c) Army nurse.
- (d) Dietitian.
- (e) Physical therapist.
- (f) WAC officer.
- (g) WAC warrant officer.
- (h) Other officers.

(2) Each identity group will be separated, when necessary, by heading cards designating the following:

- (a) Assigned.
- (b) Attached.

d. HEADING. In the heading of the roster will be indicated the month for which prepared, the organization and its station or location (organizations located outside continental limits of United States will use APO numbers assigned) and the name or number of the machine records unit preparing the roster.

e. DATA TO BE SHOWN. Following are the items to be indicated on the officer personnel rosters. The numbers in parentheses beside the columnar headings indicate the type bars to be used.

Items (status card)	Columnar headings (roster)
(1) Name -----	Name of individual (1-11).
(2) Army serial number -----	Serial number (21-28).
(3) Grade -----	Grade (29-31).
(4) Arm or service -----	Arm or service of individual (33-34).
(5) Race -----	Race (36).
(6) Number of months of oversea service (continental commands only) -----	Column A (40-41).
(7) Category of selection -----	Column B (43).
(8) Military occupational specialty -----	MOS (1-4).
(9) Component -----	Component (5).
(10) Primary duty -----	MCO (6-9).
(11) Date of expiration of category statements -----	Column C (11-13) (indicate a zero before months coded 1 through 9 and a one (1) before all others).
(12) Date eligible to return to United States under rotation policy (oversea commands) or date of return to United States (continental com- mands) -----	Column D (15-17) indicate a zero before months coded 1 through 9 and a one (1) before all others.
(13) Year of birth -----	Column E (19-20).
(14) Volunteer for oversea service -----	Column F (23).

f. TOTALS. Totals will be indicated for the number of personnel assigned to the organization.

g. AUTHENTICATION STAMP. The last page of each copy of the officers' personnel roster will contain a machine prepared statement or an impression of a rubber stamp which will be used for the authentication of the roster by the officer responsible in each unit personnel section. Sufficient space will be allowed on the roster between the last listed name and the authentication to permit the insertion of additional names. Provisions will also be made to include in the authentication blank spaces in which the authenticating officer will enter total Negro and total other than Negro personnel assigned to the organization.

h. As soon as rosters for a portion of the status card file are completed the status cards will be reproduced, and the reproduced cards held for use in the preparation of special rosters of officers and warrant officers (see sec. III). An additional set of status cards for officers on duty with Veterans' Administration facilities will also be reproduced from the original status cards and held aside for preparation of rosters required by section II. The original status cards will then be routed to the strength subsection to be reproduced for strength purposes.

85. Forwarding Rosters to Unit Personnel Sections

a. The original and at least three copies of the personnel roster will be forwarded to the unit personnel section of the organization concerned for correction, verification, and authentication.

b. Clear, concise letter instructions relative to the correction, verification, and authentication of rosters will be prepared and will accompany the rosters forwarded to the unit personnel section of the organization or installation concerned. The letter will state that the rosters will be corrected as of the date shown in the heading (subsequent assignments or other changes in status will not be taken into consideration); that names of personnel which should not have appeared on the roster will be deleted by a fine line (so as not to make the deleted item illegible) drawn through the entire entry; that names of personnel added to the roster will be placed at the end of the roster; that erroneous items will be deleted by a fine line drawn through the erroneous items and corrections written directly above the deleted information; that the totals recorded at the end of the roster will be adjusted to reflect pertinent changes in the roster; that a morning report entry is required to substantiate all roster corrections of

data, normally reported by morning report entries, when the original entry was omitted and/or when an incorrect remark was previously submitted. The letter will also include an itemized list of the data to be corrected and verified and a short explanation of the requirements peculiar to each item.

c. Organizations, transferred to the servicing of another machine records unit after the "as of" date of the rosters, will be instructed

to forward the required copies of the roster to the machine records unit servicing the organization after the transfer and either the fourth, fifth, or sixth copy to the machine records unit in which the roster was prepared.

86. Disposition of Copies of Officer Personnel Rosters

a. The disposition of the copies of personnel rosters is as follows:

Copy	Initial distribution	After correction and authentication, disposition by UPS
Original -----	UPS	To MRU-To AGO.
First copy -----	UPS	To MRU-(retained by MRU).
Second copy -----	UPS	To MRU-To chief of adm and tech staff or service (see par. 85).
Adm and tech sta-s and services organization at Class II installations.		
Third copy -----	UPS	Retained by UPS.
Fourth, fifth, and sixth copies -----	To be prepared and distributed as desired by each command concerned.	

b. The original and first two copies of personnel rosters will be corrected, authenticated, and returned by the respective organizations to the machine records units within 48 hours after receipt. Upon receipt in the machine records units the following action will be taken:

(1) The original copies for all organizations will be carefully packed and forwarded to The Adjutant General, Attention: AGPI, Washington 25, D. C., on or before the 10th work day of each month. Rosters from oversea commands will be forwarded by registered mail; rosters from continental United States commands will be forwarded by regular mail.

(2) The first copy, which will be retained by the machine records unit, will be used by the status file analyst for the purpose of adjusting the status file in accordance with the corrections shown thereon. Changes, additions, and deletions to the status file resulting from roster corrections will be processed in a manner identical with that required in chapter 4, unless the correction is of a nature to be substantiated by a corrected morning report entry, in which case a suspense will be maintained until receipt of the morning report containing the corrected entry.

(3) Instructions for forwarding the second

copy of personnel rosters are outlined in paragraph 87.

87. Personnel Rosters Forwarded to Chiefs of Administrative and Technical Staffs and Services

a. The second copy of officers' personnel rosters for all organizations (T/O & E and non-T/O & E) assigned to one of the administrative and technical services listed below will be submitted in accordance with above instructions to the unit personnel sections for correction and verification and returned to the machine records unit for distribution to the respective chief of administrative and technical service. (The copies of the rosters furnished the Chief of Transportation will include all officers under the assignment jurisdiction of the Chief of Transportation except those officers who are assigned to units in training or units located at a staging area or port of embarkation awaiting shipment overseas.)

- (1) Quartermaster Corps.
- (2) Signal Corps.
- (3) Finance Department.
- (4) Ordnance Department.
- (5) Chemical Corps.

- (6) Corps of Military Police.
- (7) Medical Department.
- (8) Corps of Engineers.
- (9) Transportation Corps.

b. For rosters to be forwarded to the chiefs of administrative and technical services a transmittal listing (in triplicate) will be prepared indicating the designation of each organization included in the shipment, the month for which the rosters were prepared, the chiefs of administrative and technical services for whom prepared, and the address of the machine records unit preparing the rosters.

c. Two copies of the transmittal listing will accompany the rosters shipped to the chiefs of administrative and technical services; one copy will be retained by the machine records units. Upon receipt of the shipment of rosters by the chiefs of administrative and technical services one copy of the transmittal listing will be returned to the machine records unit as acknowledgment of the shipment. No additional receipt is required or is to accompany rosters, except when the provisions of AR 380-5 apply.

88. Personnel Rosters for Officers En Route Overseas

For officers en route overseas as of the last day of the month, a personnel roster will be prepared indicating data as prescribed in paragraph 84. The rosters will be prepared in single copy only and will reflect available data as of the last day of the month during which the officer departed. The rosters need not be authenticated and immediately following preparation will be forwarded to The Adjutant General, Attention: AGPI, Washington 25, D. C.

89. Preparation of Rosters for Enlisted Personnel

a. SOURCE. Personnel rosters for enlisted personnel will be prepared from WD AGO Form 301, once each month, as of any date desired by the local commander. The sequence of the file precludes the sorting of the status cards. Each portion of the status card file will be processed through the machine section immediately as received in order to expedite the return of the

cards to the analysts for continuous daily processing. Status cards for enlisted personnel on duty with Veterans' Administration facilities will be reproduced as of month end and used for preparation of rosters required by section II.

b. FORM TO BE USED. Enlisted personnel rosters will be prepared on WD AGO Form 305.

c. SEQUENCE. Rosters will be prepared separately for each subunit or integral part of the organization. The personnel on each roster will be grouped alphabetically by name.

d. HEADING. In the heading of the roster will be indicated the "as of" date of preparation, the organization and its station or location (organizations located outside continental limits of United States will use APO numbers assigned), and the name or number of the machine records unit preparing the roster.

e. DATA TO BE SHOWN. Following are the items to be indicated on the enlisted personnel rosters. (The items may vary from time to time, depending upon the items maintained in the status cards.)

(1) Name (mechanically limited to 18 characters).

(2) Army serial number (to be prefixed by the symbol RA for Regular Army enlisted men).

(3) Grade.

(4) Arm or service.

(5) Race code.

(6) Year of birth.

(7) Class of volunteer.

(8) Military occupational specialty.

(9) Component (Regular Army only).

(10) Type of enlistment.

(11) Length of furlough (type of enlistment 4 only).

(12) Date of current enlistment (RA, and Class I WAC volunteers).

(13) Date of induction (for other than Regular Army).

(14) Date of expiration (for WAC volunteers other than Class I).

(15) Number of months of oversea service (continental only).

(16) Date eligible for return to continental United States or date returned to continental United States.

f. TOTALS. Totals will be shown for the number of personnel assigned to the subunit.

g. AUTHENTICATION STAMP. The last page of each copy of the enlisted personnel roster will contain a machine prepared statement or an impression of a rubber stamp which will be used for the authentication of the roster by the officer responsible in each unit personnel section. Sufficient space will be allowed on the roster between the last listed name and the authentication to permit the insertion of additional names. Provisions will also be made to include, in the authentication, blank spaces in which the authenticating officer will enter total Negro and total other than Negro personnel assigned to the unit.

90. Forwarding Rosters to Unit Personnel Sections

a. The original and at least one copy of the enlisted personnel roster will be forwarded to the unit personnel section of the organization concerned for correction, verification, and authentication.

b. A letter similar to that outlined in paragraph 85*b* will accompany the enlisted personnel rosters to the unit personnel sections. Particular emphasis will be placed upon the verification of component and race.

c. Organizations transferred to the servicing of another machine records unit after the "as of" date of the rosters will be instructed to forward rosters to the machine records unit servicing the organization after the transfer.

91. Disposition and Use of Rosters

a. The original copy of the enlisted roster will be returned to the preparing machine records unit as expeditiously as possible. A copy will be retained by the unit personnel section for its own use. If other copies are prepared, they may be disposed of at the discretion of the local commander.

b. Immediately upon receipt in the machine

records unit, the corrected roster will be used by the analyst for the purpose of adjusting the status file in accordance with the corrections shown thereon. Changes, additions, and deletions in the status file resulting from roster corrections will be processed in a manner identical with that outlined in chapter 4 unless the correction is of a nature to be substantiated by a corrected morning report entry, in which case a suspense will be maintained until receipt of the morning report containing the corrected entry.

Section II. MONTHLY ROSTERS FOR PERSONNEL ON DUTY WITH VETERANS' ADMINISTRATION FACILITIES

(Reports Control Symbol FIN-28)

92. For Whom Rosters Are Prepared

The rosters will be prepared for all military personnel on duty with Veterans' Administration facilities as of the last day of each month.

93. Where Rosters Are Prepared

The rosters will be prepared in continental machine records units.

94. Preparation

a. SOURCE. Status cards selected from status file and reflecting organizational coding pertinent to Veterans' Administration facilities will be used as the basis for this roster.

b. SEQUENCE. Selected status cards will be separated into officer and enlisted personnel. Each group will be sorted alphabetically by name within grade and by station. Station heading cards, decoding station code, will be collated in each deck.

c. FORM TO BE USED. The rosters prepared separately for officer and enlisted personnel will be listed on WD AGO Form 305.

d. HEADING. In the heading will be indicated the title of the report, the reports control symbol, the date for which prepared, and the machine records unit preparing the roster.

e. **DATA TO BE SHOWN.** In addition to the station name printed from the heading cards, the following items will be indicated for each of the individuals shown on the roster:

- (1) Name.
- (2) Army serial number.
- (3) Arm or service (in which serving).
- (4) Grade (in which serving).
- (5) Station code.

f. **TOTALS.** Total number of personnel included on the roster will be indicated on the last page of the roster.

95. Disposition of Rosters

The rosters prepared for Veterans' Administration facilities will be forwarded in duplicate to the Office Chief of Finance, Receipts and Disbursements Division, Washington 25, D. C., on or before the 14th work day of the month following that for which prepared.

Section III. SPECIAL ROSTERS OF OFFICERS AND WARRANT OFFICERS (Reports Control Symbols WDGPA-100 (R1), Parts A and B)

96. For Whom Rosters Are Prepared

Special monthly rosters will be prepared for all male and female officer personnel (excluding

those officers assigned to Air Force type organizations and installations and other officers with basic branch "AC") assigned to organizations within the strength accounting responsibility of each command.

97. Where Rosters Are Prepared

a. Special roster of officers and warrant officers by branch, by organization, alphabetically within grade (Part A) will be prepared in machine records units located in continental United States.

b. Special roster of officers and warrant officers, by branch, alphabetically within grade, indicating organization (Part B) will be prepared in machine records units located in continental United States and oversea commands.

98. Form To Be Used

Rosters will be prepared on WD AGO Form 305 with appropriate headings, designating branch, effective date, command, and reports control symbol. Information to be listed thereon will be obtained from the status card, in which has been incorporated all changes as of the last day of the month. Data, columnar headings, and the type bars to be used are as follows:

Data	Columnar heading	Type bars	
		Alpha	Numeric
Name	Name of individual	1-18	
Army serial number	Serial number	21-28	
Grade	Grade	29-31	
Arm or service (duty)	Arm or service	33-34	
Race	Race	36	
Basic arm or service code or Warrant Officer classification No.	Subunit No.	37-38	
Specialty rating	A	39	
Volunteer for overseas service (continental United States commands only).	A	41	
Category selection	B	43	
MOS	MOS		1-4
Component	COMP		5
Primary duty	MCO		6-9
Date eligible for separation	C		
Month			10-11
Year			13
Date eligible to return to ZI			
or			

Data	Columnar heading	Type bars	
		Alpha	Numeric
Date of return to ZI	D		
Month			14-15
Year			17
Year of birth	E		19-20
Months overseas (continental United States commands only)	F		23-24

99. General Instructions and Definitions

a. For the purpose of this roster, the basic branch is that arm or service in which the officer was basically commissioned, or to which assigned, or subsequently transferred. Those officers of other basic branches detailed in, or currently serving in the branch indicated by the roster heading will be included with that branch roster. In no instance will any officer appear more than once on a branch roster.

b. The duty branch is the arm or service in which an officer is currently serving. This may be the basic branch or the branch to which detailed as defined by AR 605-145.

c. The grade will be that in which currently serving.

d. Air Force officers (including ASWAAF) serving with Air Force type organizations and installations will not be included in the roster. Those Air Force officers whose basic branch is "AC", serving with organizations and installations other than Air Force type, will also be excluded from the roster. Officers serving with organizations and installations other than Air Force type whose duty branch is "AC" but whose basic branch is other than "AC" will be shown on the branch roster representing the basic branch only.

e. In continental United States machine records units warrant officer rosters will be prepared separately for each assignment jurisdiction (see Location and Assignment Code, WD Memo 330-100-1, Part B), except that warrant officers assigned to Department of the Army detachments of patients, army area service units, and Department of the Army groups will be combined.

f. In overseas machine records units warrant officer rosters will be prepared, separately from officer rosters, for the entire command (excluding warrant officers assigned to Air Force type

of units). Those warrant officers en route to the continental United States for reassignment will be listed on one separate roster with heading designation: "En-route to U.S. for Reassignment".

g. Officers and warrant officers in process of separation and/or on terminal leave will be excluded from the rosters. Those officers and warrant officers in Department of the Army detachments of patients (including those not scheduled to return to duty) whether in continental United States, or en route, or in embarkee transient detachments will be included in the rosters.

h. All AUS officers who have not been assigned to a branch of the service under current Department of the Army instructions will be listed on a separate roster.

100. Preparation

a. SPECIAL ROSTER OF OFFICERS AND WARRANT OFFICERS BY BRANCH, BY ORGANIZATION, ALPHABETICALLY WITHIN GRADE (PART A) (applicable to continental United States commands only). (1) Officer rosters (excluding warrant officers) will be prepared, in duplicate, separately for each branch (as defined in par. 99a), by organization alphabetically within grade, listing all information required by paragraph 98. The organization to which assigned and station name, spelled out, and the station code will precede the listing of officers alphabetically within grade.

(2) Warrant officer rosters will be prepared in duplicate, for each assignment jurisdiction (see par. 99e) by organization, alphabetically within grade, listing all information required by paragraph 98. The organization to which assigned and station name, spelled out, and the station code will precede the listing of warrant officers alphabetically within grade.

b. SPECIAL ROSTER OF OFFICERS AND WARRANT OFFICERS, BY BRANCH, ALPHABETICALLY WITHIN GRADE, INDICATING ORGANIZATION (PART B) (applicable to continental United States and oversea commands). (1) Officer rosters (excluding warrant officers) will be prepared, in duplicate, alphabetically within grade for each branch (as defined in par. 99a), listing all information required by paragraph 98. The organization to which assigned and station name, spelled out, and the station code will be listed after each officer's name on the roster.

(2) In continental United States machine records unit warrant officer rosters will be prepared, in duplicate, alphabetically within grade for each assignment jurisdiction (see par. 99e) listing all information required by paragraph 98. The organization to which assigned and station name, spelled out, and the station code will be listed after each warrant officer's name on the roster.

(3) In oversea machine records units warrant officer rosters will be prepared, in duplicate, for the entire command (except as noted in par. 99f) alphabetically within grade, listing all information required by paragraph 98. The organization to which assigned and station name, spelled out, and the station code will follow each warrant officer's name on the roster.

c. Status cards will be reproduced and clearly interpreted on both the upper and lower positions as required in chapter 4.

(1) Status cards for the rosters required by a and b above will be arranged in the same sequence as the names listed on the rosters and will be submitted semiannually as of 30 June and 31 December. The reports control symbol applicable to the respective rosters will apply.

(2) One deck of status cards for Air Force officers, with basic branch "AC", assigned and attached unassigned to organizations and installations other than Air Force type will be reproduced, interpreted, and submitted on a monthly basis (see par. 101c). Status cards for officers with duty branch "AC" whose basic branch is other than "AC" are not required by

Department of the Air Forces, and will not be reproduced on a monthly basis.

d. WD AGO Form 308-1 will be reproduced and clearly interpreted in accordance with chapter 6, except that columns 61 through 80 will be left blank. These organization master cards are required for only the organizations to which Air Force officers whose basic branch is "AC" are assigned, and will accompany the status cards required by c(2) above.

101. Forwarding

Rosters and status cards (*when applicable*), clearly identified, will be shipped on or before the 18th work day of the month following that for which prepared. Letter of transmittal or transmittal form will accompany each shipment. Machine records units located overseas will forward rosters and cards by registered mail; machine records units located in continental United States will forward rosters and cards by regular mail.

a. The rosters and status cards (when applicable) will be forwarded to the appropriate branch section (except as noted in b below), of the Career Management Branch, Military Personnel Management Group (formerly Central Officers' Assignment Group), Director of Personnel and Administration, General Staff, United States Army. For example, Infantry Branch rosters and status cards (when applicable) will be addressed:

D/PA, General Staff, United States
Army

Washington 25, D. C.

Attention: Infantry Section

Career Management Branch

Military Personnel Management Group

b. The rosters and status cards (when applicable) prepared for the following will be forwarded as indicated below:

(1) Those prepared for officers detailed in "GSC", "IGD", and those AUS officers with no branch assignment will be forwarded to D/PA, General Staff, United States Army, Washington 25, D. C., Attention: Control Section, Career Management Branch, Military Personnel Management Group.

(2) Those prepared for officers detailed in "Special Services" will be forwarded to D/PA, General Staff, United States Army, Washington 25, D. C., Attention: Special Services Section, Career Management Branch, Military Personnel Management Group.

(3) Those prepared for warrant officers under strength reporting responsibility of continental United States commands will be forwarded to the appropriate section of Career Management Branch, Military Personnel Management Group, which corresponds to the respective assignment jurisdiction. Those prepared for warrant officers in the strength accountability of the Chief of Transportation Corps as *out-bound* and *en route* will be forwarded to The Adjutant General's Office, Washington 25, D. C., Attention: AGPA. Those prepared for warrant officers in Department of the Army detachment of patients, army area

service units, Department of the Army Groups, and those in the strength accountability of the Chief of Transportation as *in-bound* and others not specifically covered will be forwarded to D/PA, General Staff, United States Army, Washington 25, D. C., Attention: Staff and Administrative Assignment Section, Career Management Branch, Military Personnel Management Group.

(4) Those prepared for warrant officers under strength accounting responsibility of overseas commands will be forwarded to The Adjutant General, Attention: AGPA, Washington 25, D. C.

c. WD AGO Form 301 and WD AGO Form 308-1 required monthly by paragraph 100c(2) and d will be forwarded to the Statistical Control Division, Office of the Air Comptroller, Headquarters, Department of the Air Forces, Washington 25, D. C.

CHAPTER 8

STRENGTH SUMMARY CARDS (WD AGO FORM 320)

(Reports Control Symbol AG-35)

102. General

WD AGO Forms 320 (Summary Card) are produced to indicate the total number of individuals (except personnel under assignment jurisdiction of Commanding General, Department of the Air Force, who will submit station summary cards and command summary cards in accordance with separate instructions), by the various factors shown in paragraph 105e, who are under the strength reporting responsibility of commands located in the continental United States. These cards are used in The Adjutant General's Office for preparing consolidated strength tables as desired by the Department of the Army, and in field machine records units for preparing strength returns as required by local commanders.

103. Where Cards Are Prepared

These strength summary cards will be prepared in machine records units located in the continental United States.

104. Strength To Be Reported

The strength of all military personnel (including Navy officers but excluding contract surgeons) assigned as of the last day of the month to organizations within the strength reporting responsibility of the command, will be reported in strength summary cards. For instructions pertaining to the reporting of personnel en route overseas at month-end see paragraph 109.

105. Preparation

a. PRELIMINARY OPERATIONS. Upon receipt from the roster subsection, the original status

file will be reproduced, gang-punching echelon coding into columns 9 through 19. The original status cards, retained in roster sequence, will be returned to the analysts immediately. The reproduced cards (less cards for personnel in Department of the Army Detachment of Patients and cards for noneffective personnel—see par. 107) then will be grouped, preparatory to sorting, as follows:

Group 1—All officer personnel and WAC enlisted women.

Group 2—All enlisted men.

b. SORTING—GROUP 1. Group 1 will be sorted to segregate Negro personnel (cards punched 2 and Q in race field) and other than Negro personnel. Each of these race groups will be sorted separately as follows:

First sort—arm or service.

Second sort—identity (at this point the numeric arm or service code will be verified by sight checking against the alphabetic arm or service abbreviation. The arm or service will be further verified by checking the identity code with the arm or service code for the purpose of determining obvious errors, e.g., the identity code "N" must carry the arm or service code "AN" and the identity code "M" must carry the arm or service code "WM").

Third sort—processing code.

Fourth sort—component (select component 1 (Regular Army) reject all other components).

Upon completion of the fourth sort, cards for Group 1 will be in four subgroups as follows:

Subgroup 1—Regular Army, other than Negro.

Subgroup 2—Regular Army Negro.

Subgroup 3—Other than Regular Army, other than Negro.

Subgroup 4—Other than Regular Army Negro.

c. SORTING—GROUP 2. Group 2 will be sorted in the same manner as Group 1, except for identity code. Upon completion of sorting Group 2, cards will be in four subgroups similar to Group 1.

d. TABULATING AND SUMMARIZATION—GROUP 1. Each of the four subgroups of Group 1 will be tabulated separately, spreading grade into appropriate card columns to produce separate summary cards in the form indicated in paragraph 106, for each of the following control factors:

Processing code.

Arm or service.

Identity.

During the summarization, the appropriate race and component code, and month code for which prepared, will be gang-punched into applicable columns of the summary cards.

e. TABULATING AND SUMMARIZATION—GROUP 2. Each of the four subgroups of group 2 will be tabulated and summarized in the same manner as Group 1 except that identity will not be used as a control factor but will be gang-punched into the appropriate field of the summary card.

f. ORGANIZATION MASTER CARD MATCHING AND GANG-PUNCHING. A reproduced set of organization master cards will be merged with the strength summary cards, matching on processing code. During this operation all unmatched cards will be selected and held aside. The merged cards will be reproduced, eliminating processing code, and at the same time interspersed gang-punched to transfer echelon coding, organization name, parent unit number and type, type of organization and station codes from the master cards into the strength summary cards.

g. UNMATCHED CARDS. Unmatched organization master cards, referred to in *f* above, for Class I installations, will be analyzed. On the back of each card there will be written a brief explanation as to why there is no strength for

the corresponding unit. Unmatched organization master cards for Class II installations will be identified, separated by a tab-card, and, together with organization master cards for Class I installations, included with the strength summary cards. Unmatched strength summary cards will be investigated and action taken to correct any discrepancies uncovered.

h. TRANSMITTAL TABULATION. Strength summary cards will be reproduced, interpreted, and a transmittal tabulation prepared in duplicate in the following manner:

(1) Minor totals for each location and assignment code (WD Memo 330-100-1, Part B).

(2) Intermediate totals for each major command (WD Memo 330-100-1, Part A).

(3) Aggregate totals of all commands.

(4) Totals of personnel by identity will be reported under the following columnar groupings, printing from the type bars indicated:

Identity	Type bars
RA enlisted men	23-27 Alpha
RA commissioned male officers	28-32 Alpha
Total male commissioned officers (including RA officers)	33-38 Alpha
Warrant and flight officers (combined)	39-43 Alpha
Nurses	3-6 Numeric
Occupational therapists	7-9 Numeric
Physical therapists	10-13 Numeric
Dietitians	14-17 Numeric
Enlisted men (including RA enlisted men)	18-24 Numeric
WAC officers	25-28 Numeric
WAC warrant officers	29-32 Numeric
WAC enlisted	33-38 Numeric
Aggregate strength	39-45 Numeric

(5) The transmittal tabulation will be properly headed as to the category of personnel included.

i. RECONCILIATION OF CODING AND BALANCING OF MORNING REPORT STRENGTH. Prior to shipment, organization name and echelon coding in strength summary cards will be verified against the organization master cards, and strength totals balanced to comparable morning report strength totals.

106. Form in Which Cards Are Prepared

Strength summary cards will be prepared in the following form:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Organization name		1-15	1-15
b. Echelon:			
Status sequence code	No. 100, Part F	16	45
Status alpha designation	No. 100, Part F	17-18	46-47
Race (composition of unit)	No. 100, Part K	19	49
Continental area	No. 100, Part C	20	50
Command	No. 100, Part A	21	51
Location and assignment	No. 100, Part B	22-24	53-55
Troop basis category	No. 100, Part E	25-26	56-57
c. Component (see Note 1)	No. 4	27	24
d. Type of organization	No. 65	28-31	27-30
e. MRU code	No. 91	32-33	57-58 L
f. Parent unit:			
Number	No. 64	34-37	52-35
Type	No. 63	38-39	37-38
g. Station (see Notes 2, 3, and 4)	No. 73	40-43	40-43
h. Arm or service, alpha (see Note 5)	No. 61	44-45	17-19
i. Race (see Note 6)	No. 18	50	26
j. Month (see Note 7)		51	
k. Identity	No. 25	52	3 L
l. Totals by grade (see Note 8)		53-76	5-35 L
m. Total personnel		77-80	37-40 L

Note 1. A one (1) will be punched for Regular Army officers and for enlisted men who have enlisted or re-enlisted in the Regular Army subsequent to 1 June 1945. All other officer and enlisted personnel will be designated by a (2) punch.

Note 2. Cards for units located outside continental United States will be punched with area, sector, and base code (WD Memo 330-73-2) in columns 40 through 43, with an x(11) punch in column 43.

Note 3. When units returning to continental United States are located at a port of embarkation or staging area over month-end, cards will be punched with a high (12) punch in column 41 in addition to other required punching.

Note 4. Strength summary cards, prepared as of month-end for personnel at a port of embarkation or staging area awaiting shipment outside the continental United States, will be punched with the appropriate station code of the port of embarkation or staging area, as applicable.

Note 5. Arm or service of general officers will be punched as "GO."

Note 6. Other than Negro (including white Puerto Ricans) will be designated by a one (1) punch; Negro (including Negro Puerto Ricans) will be designated by a two (2) punch.

Note 7. Month for which cards are prepared will be punched. (See ch. 20.)

Note 8. Parent units (applicable to T/O units) that are split, parts of which are located at two or more stations, will be designated by a high (12) punch in column 68 and interpreted from type bar 16, upper line.

107. Strength of Patients in Detachment of Patients Who Are Scheduled To Return to Duty and Noneffective Personnel

a. Air Force type personnel and other than Air Force type personnel in the following categories, namely, patients in detachment of patients who are scheduled to return to duty, and noneffective personnel (personnel on terminal leave, in process of separation, and patients in detachments of patients who are *not* scheduled to return to duty) will be accounted for separately and their strength reported in separate strength summary cards.

b. These strength summary cards will be prepared in the form described in paragraph 106, and will be included with regular month-end shipments of strength summary cards.

c. Personnel referred to above may be reported on separate morning reports, the preparation of which is authorized; or a strength recapitulation with detailed break-down required for preparation of the cards may be included in the remarks section or attached to the morning report submitted as of the last day of the month.

108. Strength of Newly Activated Organizations and Strength of Organizations Transferred Without Records

Strength data will be obtained and strength summary cards punched in the form indicated in paragraph 106, for all personnel who are known to have been assigned to newly activated organizations, and for personnel who are assigned to organizations known to have been transferred to the strength reporting responsibility of the command and for whom appropriate records have not been received. These cards will also be included with other strength summary cards.

109. Summary Cards for Personnel En Route Overseas

a. FOR WHOM PREPARED. These cards will be prepared for all military personnel who are

en route overseas as of the last day of each month, under the strength reporting responsibility of the port of embarkation, and for whom radio report of EDCMR has not been received from the overseas command.

b. WHERE PREPARED. These cards will be prepared in machine records units servicing ports of embarkation.

c. HOW PREPARED. Status cards from the in-transit-overseas file will be used in the preparation of these summary cards, after the status cards have been reconciled with the corrected passenger list. The procedures outlined in paragraph 105 are applicable in the preparation of these cards.

d. FORM IN WHICH PREPARED. (1) These summary cards will be prepared in the same form as outlined in paragraph 106, except that the following data will be substituted in the card columns indicated for intact organizations and advance detachments:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
(a) Vessel number		16-20	46-50
(b) Theater of destination	No. 73	40-43	40-43
(c) Advance detachments (an X(11) punch will be punched for advance detachments or other segments not constituting the headquarters).		54	

(2) The following data will be substituted in the card columns indicated for casual shipment of personnel:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
(a) Casual shipments number:			
Alphabetic prefix		2-3	2-3
Destination code		5-8	5-8
Alphabetic suffix		10-12	10-12
Type of personnel code		14	14
(b) Vessel number		16-20	46-50
(c) Parent unit number (not punched)		34-37	
(d) Theater of destination	No. 73	40-43	40-43

e. TRANSMITTAL TABULATION. Two copies of the transmittal tabulation indicated in paragraph 105j will be prepared and included with these cards.

f. FORWARDING. These cards will be identified, separated by a tab card, and included with other month-end strength summary cards forwarded to The Adjutant General's Office.

110. Forwarding to The Adjutant General's Office

Summary cards will be grouped by location and assignment code within each major command and, accompanied by the original and duplicate copy of the transmittal tabulation, will be forwarded to The Adjutant General, Attention: AGAS, Washington 25, D. C., immediately after preparation, but not later than 6 work days after the end of the month for which prepared, as follows:

- a. The First and Second Army Machine Records Units will forward cards by regular mail.
- b. All other machine records units will forward cards by air mail, special delivery.
- c. WD AGO Form 0331 will be prepared and included with each shipment of these cards forwarded to The Adjutant General's Office.

111. Forwarding to Other Machine Records Units

Strength summary cards for organizations lo-

cated within the geographic limits of an Army area, or the Military District of Washington, but which are serviced by machine records units of other commands, will be forwarded to the machine records unit servicing the Army area or the Military District of Washington. Strength summary cards for organizations located in the Military District of Washington will be forwarded to The Adjutant General, Attention: AGAS-M, Washington 25, D. C. These cards will be forwarded by expeditious means immediately after preparation but not later than 6 work days after the end of the month for which prepared.

112. Cross References

- a. AR 345-50 (Strength Returns).
- b. AR 345-60 (Strength Accountability).
- c. Chapter 4 (Status Card Processing).
- d. Chapter 6 (Organization Master Cards).

CHAPTER 9

ENLISTED SERVICE STATUS SUMMARY CARDS

(Reports Control Symbol GNGAP-EX-04)

113. General

Enlisted service status summary cards are prepared monthly in order to obtain data by which the strength of male enlisted personnel of the Army Ground Forces may be projected on the basis of the number of months remaining to be served by the various types of Army Ground Forces troops. The projection obtained from this report, in conjunction with the estimated rate of enlistments and reenlistments, aids the Department of the Army in establishing policies pertinent to the enlisted strength of Army Ground Forces.

114. For Whom Cards Are Prepared

The summary cards will reflect the strength of all male enlisted personnel assigned as of the last day of the month to organizations assigned to the Commanding General, Army Ground Forces and all male enlisted personnel assigned to replacement training centers.

115. Where Cards Are Prepared

The summary cards will be prepared in machine records units located in the continental United States.

116. Preparation

a. SELECTION OF STATUS CARDS. WD AGO Form No. 301 for personnel referred to in paragraph 114 will be used in the preparation of the summary cards. These cards will be obtained by selecting from the reproduced status card deck containing echelon coding (ch. 8), the status cards coded one (1) in Command Code (WD Memo 330-100-1, Part A) and those

cards coded two (2) in Command Code and designated as training divisions.

b. REPRODUCTION. The selected cards will be reproduced 80/80, except that columns 64-66 and 76-80 in the reproduced deck will be left blank, to allow sufficient columns for gang-punching component symbols and service factors.

c. SORTING. (1) Sort the reproduced status cards by component into two groups—Regular Army and other than Regular Army. Gang-punch the component symbol "AUS" into the other than Regular Army group. (Columns 64-66.)

(2) Sort the Regular Army Group as follows:

Month and year of enlistment.

Type of enlistment (zone sort the 1-year enlistments placing 12's, 11's, and 0's in front in that order).

d. CONVERSION. A "conversion" deck of punch cards, which will contain date of enlistment, type of enlistment, the corresponding service factor codes (shown in par. 117, Note 2) and component symbol "R.A.," will be used to accomplish this operation. The status cards and the conversion deck will be collated and the service factor codes together with the component symbol "R.A." will be interspersed gang-punched from the conversion deck into the status cards (R-A in cols. 64-66, Factor Codes in cols. 76-80). Delete the master cards.

e. GROUPING. Combine the Regular Army and other than Regular Army groups, retaining the service factor and component sequence, and separate into the following groups:

(1) Divisional units (less the 38th Combat Team).

(2) 38th Combat Team.

(3) All others.

f. FINAL SORTING. (1) Sort the divisional units as follows:

Parent unit (number and type).

Type of organization.

Arm or service.

(2) Sort the 38th Combat Team and all others as follows:

Parent unit (number and type).

Type of organization.

g. SUMMARIZATION. Each of the groups specified in *e* above will be summarized separately, controlling on the factors indicated below and gang-punching machine records unit code (WD Memo 330-91-1) and special category code (divisional units—1; 38th Combat Team—2; All others—3).

Control factors	Divisional	38th combat team	All others
Component	Yes	Yes	Yes
Service factors	Yes	Yes	Yes
Echelon	Yes	Yes	Yes
(command, status location, and assignment).			
Parent unit	Yes *	Yes	Yes
(number and type).			
Type of organization.	Yes *	Yes	Yes
Arm or service	Yes	No	No

* Divisional units will be controlled only on the coding of the headquarters of the division; i.e., the summary cards for a division will not indicate the elements of the division.

117. Card Form

WD AGO Form 306 (Miscellaneous Card) is the form in which the enlisted service status summary card will be punched:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Component (see Note 1)		1-3	12-14
b. Service factor (see Note 2)		7-9	8-10
c. Echelon:			
Status	No. 100, Part F	16	
Command (see Note 3)	No. 100, Part A	21	
Location and assignment	No. 100, Part B	22-24	35-37
d. Type of organization (see Note 4)	No. 65	28-31	30-33
e. Machine records unit code	No. 91	32-33	1-2
f. Parent unit (see Note 4):			
Number	No. 64	34-37	22-25
Type	No. 63	38-39	27-28
g. Arm or service—Alpha designation (see Note 5)	No. 61	44-45	16-18
h. Special category (see Note 6)		49	
i. Aggregate total enlisted men		75-80	39-44

Note 1. Component will be punched as follows:

Regular Army—Punched "R-A."

Other than Regular Army—Punched "AUS."

Note 2. (a) Regular Army personnel will be reported by months of unexpired term of enlistment in the groups shown below:

- (1) month of unexpired term of enlistment remaining (punched 01 in columns 8-9).
- (2) 2 months' unexpired term of enlistment remaining (punched 02 in columns 8-9).
- (3) 3 months' unexpired term of enlistment remaining (punched 03 in columns 8-9).
- (4) 4 months' unexpired term of enlistment remaining (punched 04 in columns 8-9).
- (5) 5 months' unexpired term of enlistment remaining (punched 05 in columns 8-9).

- (6) 6 months' unexpired term of enlistment remaining (punched 06 in columns 8-9).
- (7) 7 months' unexpired term of enlistment remaining (punched 07 in columns 8-9).
- (8) 8 months' unexpired term of enlistment remaining (punched 08 in columns 8-9).
- (9) 9 months' unexpired term of enlistment remaining (punched 09 in columns 8-9).
- (10) 10 months' unexpired term of enlistment remaining (punched 10 in columns 8-9).
- (11) 11 months' unexpired term of enlistment remaining (punched 11 in columns 8-9).
- (12) 12 months' unexpired term of enlistment remaining (punched 12 in columns 8-9).
- (13) 13 months' unexpired term of enlistment remaining (punched 13 in columns 8-9).

- (14) 14 months' unexpired term of enlistment remaining (punched 14 in columns 8-9).
- (15) 15 or more months' unexpired term of enlistment remaining (punched 15 in columns 8-9).
- (16) Unknown months of unexpired term of enlistment remaining (punched UNK in columns 7-9).

(b) Non-Regular Army enlisted personnel will be reported in total only within the control factors mentioned in paragraph 121g.

(c) Reference (a) and (b) above, when applicable, columns in "Service Factor" field will be left blank; e.g., 7 months' unexpired term of enlistment will be punched 07 in columns 8 to 9, leaving columns 5 to 7 blank; unknown months of unexpired term of enlistment will be punched "UNK" in columns 5 to 7, leaving columns 8 to 9 blank.

Note 3. Personnel in organizations for which applicable organization master cards are coded one (1) AGF and two (2) army areas (training division), in accordance with WD Memo 330-100-1, Part A, will be included in this report.

Note 4. Divisional elements will be reported in total for each division, or training division, including divisional and training divisional bands, but in the case of the 2d Infantry Division, excluding the 38th Combat Team. Organization coding used in division summary cards will be that of the division headquarters. Elements of the 38th Combat Team and other than divisional organizations of Army Ground Forces commands will be reported in total by parent unit using applicable organizational coding.

Note 5. Arm or service will be reported for enlisted men assigned to divisions only.

Note 6. Special category code will be indicated as follows:

Personnel assigned to divisional units (including bands, but less 38th Combat Team)----- 1

Personnel assigned to 38th Combat Team----- 2
 Personnel assigned to all other Army Ground
 Forces organizations ----- 3

118. Transmittal Tabulation

A transmittal tabulation will be prepared indicating strength totals by location and assignment (WD Memo 330-100-1, Part B) and aggregate total. The aggregate total on the transmittal tabulation will agree with comparable strength totals reported on summary cards 320 for the same effective date. When unknown service factors for personnel within a component group exceed five percent of the strength of that group, an explanation will be included with the transmittal tabulation.

119. Forwarding

Enlisted service status summary cards, accompanied by the transmittal required in paragraph 116, will be forwarded to The Adjutant General, Attention: AGAS, Washington 25, D. C. The cards will be shipped not later than the 14th work day of the month following that for which prepared. Shipments from the Fourth Army Machine Records Unit and other machine records units located east of the Mississippi River will be forwarded by regular mail, special delivery. Shipments from other machine records units will be forwarded air mail, special delivery.

CHAPTER 10

STATUS CARDS REQUIRED BY THE DEPARTMENT OF THE ARMY AND OTHER AGENCIES

Section I. TRANSFER NOTICE STATUS CARDS

120. General

Transfer notice status cards are forwarded, upon transfer of servicing, in order that required status card data for personnel involved in the transfer will be available to the machine records unit assuming the servicing.

121. For Whom Cards Are Prepared

These cards will be prepared for all personnel of intact units being transferred to the servicing of another machine records unit, and for all casual and replacement personnel ordered to a port of embarkation.

122. Where Cards Are Prepared

These cards will be prepared in machine records units and statistical control offices located in the continental United States and in oversea commands.

123. Transfers to Ports of Embarkation or Staging Areas

a. LIAISON. Close liaison will be maintained with other sections of the headquarters in order that advance knowledge of projected departure of individuals or units to a port of embarkation or staging area may be obtained. When personnel comprising a replacement shipment are ordered to a port or staging area, orders of the respective headquarters will be obtained immediately upon issue.

b. FORWARDING CARDS. (1) Status cards for all personnel, and also organization master cards for intact organizations, comprising shipments to staging areas or ports of embarkation will be reproduced upon receipt of request from

the command responsible for machine records servicing of the staging area or port of embarkation. The original cards will be returned to file for continued servicing until the EDCMR. The reproduced cards will be interpreted and a transmittal tabulation prepared, indicating the shipment numbers involved, total number of status cards being shipped, total number of organization master cards included, and the command shipping the cards. A radio, or other expeditious notification, will be forwarded to the machine records unit servicing the port of embarkation or staging area when status cards cannot be forwarded. Requests for status cards received from machine records units servicing ports of embarkation or staging areas will be given highest priority.

(2) Upon receipt of notification of the departure of personnel to a port of embarkation or staging area, transfer notice cards will be prepared and forwarded in accordance with (1) above to the machine records unit servicing the port of embarkation or staging area only when a request for status cards has not previously been received and complied with.

124. Processing Status Cards for Ship- ment Overseas

a. PENDING FILE. Upon receipt of transfer notice status cards in the machine records unit servicing the port of embarkation or staging area, the status cards will be placed in a pending file.

b. TENTATIVE ADJUSTMENT OF STATUS CARDS. A copy of the tentative passenger list will be obtained and used to adjust status cards from the pending file. New cards will be prepared and cards will be deleted as are necessary to reconcile status cards to the tentative passenger list. Upon receipt of information that shipments are due to embark, appropriate status

cards will be reproduced with the following changes:

(1) Omit punching in station field.

(2) Gang-punch "C" in tenth position of type of change field (status cards will be gang-punched with type of change code "I" when they represent personnel for whom the destination number of the shipment number is followed by the lower case letters "n," "t," or "h" in parentheses).

(3) Omit punching in date of change field. The cards withdrawn from the pending file will be placed in the in-transit-over-seas file.

c. DISPOSITION OF REPRODUCED STATUS CARDS. (1) The reproduced status cards, accompanied by organization master cards for intact units, will be packed for shipment, marked with vessel number, shipment numbers, and the notation "For machine records unit," and delivered at the time and place designated by the port commander. Cards for each vessel will be placed in the custody of an officer from whom a receipt will be obtained and who will be directed to deliver the cards to the debarkation officer at the point of debarkation.

(2) A duplicate set of status cards will be prepared for a shipment of troops on a convoy consisting of several vessels, packed and marked "Consolidation of status cards for troops on vessels number for machine records unit." These cards will be placed in the custody of an officer, on the vessel expected to reach the debarkation point first, for delivery to the debarkation officer. A radio will be dispatched to command of debarkation, attention machine records unit, stating the officer's name, vessel number, total number of cards on each vessel, and similar facts concerning the consolidated set.

d. FINAL ADJUSTMENT OF STATUS CARDS. Immediately after vessels have sailed, a corrected copy of the passenger list will be obtained and appropriate status cards will be withdrawn from the in-transit-overseas file and reconciled with the corrected passenger lists. The reconciled status cards will then be used to prepare required morning report locator cards and returned to in-transit-overseas file to be used as necessary for preparation of month-end

strength reports for en route personnel. The reconciled status cards may be destroyed 30 days after report of arrival (EDCMR) is received from the command concerned.

125. Transfers to Other Than Ports of Embarkation or Staging Areas

Status cards for personnel of intact units that are transferred to the servicing of another machine records unit, other than a port of embarkation or staging area, will be reproduced immediately upon notification of the transfer. These cards, accompanied by required organization master cards (see ch. 6), morning reports (see ch. 11), and a letter of transmittal, will be forwarded to the machine records unit assuming the servicing of the organization.

126. Form in Which Prepared

Cards will be prepared in the form indicated in chapter 4, except as specified in paragraph 124.

Section II. ABSENTEE STATUS CARD FILE

127. General

The absentee status card file is maintained in order that data pertaining to unauthorized absences and returns therefrom may be reported to the Department of the Army and to individual commands as may be desired.

128. For Whom File Is Maintained

Cards will be maintained for all military personnel under the servicing responsibility of each machine records unit who have been reported on morning reports as "duty to AWOL," "AWOL to duty," "dropped from the rolls as AWOL," "return to military control after having been dropped from the rolls as AWOL," "dropped from the rolls as a general prisoner," and "return to military control from dropped from the rolls as a general prisoner."

129. Where File Is Maintained

Cards will be maintained in all machine records units and statistical control offices located in

the continental United States and in oversea commands.

130. Processing

a. **PREPARATION OF CARDS.** Upon completion of processing new status cards for analysts each day, all cards containing types of change "S," "T," "D," "P," "F," and "Q" will be reproduced and each type of change counted and entered in a control ledger. This control ledger will also contain an entry for the total number of cards for each type of change as of the 15th day of the previous month so that the total number of cards in the file may be balanced to the control ledger as of any given date. The reproduced cards will be filed in the appropriate section of absentee file.

b. **SECTIONS OF FILE.** (1) Section one of the file will consist of all cards with type of change "S, duty to AWOL," for which a subsequent card with types of change "G, AWOL to duty" or "P, dropped from the rolls as AWOL," has not been received.

(2) Section two will consist of all cards with type of change "T, AWOL to duty" and the corresponding card from section one reflecting type of change "S, duty to AWOL" and a date of change prior to that contained in the card with type of change "T." This section will also include cards with types of change "D, returned to military control from dropped from the rolls as AWOL" and "F, returned to military control from dropped from the rolls as a general prisoner", and the corresponding cards from section three with types of "P," "S," and "Q," respectively.

(3) Section three will contain all cards with type of change "P, dropped from the rolls as AWOL" with corresponding card from section one reflecting type of change "S, duty to AWOL" and a date of change prior to that contained in the card with type of change "P." This section will also include cards with type of change "Q, dropped from the rolls as general prisoner."

c. **VERIFICATION OF STATUS.** (1) At least once each month all status cards in sections one and three of the absentee status card file will

be checked against the active status card file for the verification of the absentee status. The status cards in section one of the absentee file and the corresponding active status cards will be checked on date and type of change in order to insure that a morning report remark effecting a subsequent change in the individual's absentee status has not been made and reflected in the active status file only. In the event of a discrepancy the active status card will be verified against the morning report entry and necessary corrective action taken immediately. The status cards in section three of the absentee status file will be checked against the active status file in order to insure that individuals are not reflected in both files at the same time. The presence of a status card in the active file indicates that the individual has been returned to military control. A return to military control must be substantiated by a morning report entry; consequently the change in status will be verified to the morning report and corrective action taken in accordance therewith.

(2) When cards in section one of the absentee status card file reflect a date of change that is more than three months prior to the "as of" date of the last morning report processed for the organization concerned, appropriate action will be taken to secure compliance with the provisions of AR 605-300 or 615-300 as applicable.

131. Transfer of Servicing

When individuals are in an absentee status and are assigned to an organization whose servicing is transferred to another machine records unit, status cards for such personnel will be selected from the absentee file, reproduced, and the reproduced set forwarded to the machine records unit assuming the servicing. The original cards will be marked to indicate the effective date of transfer of servicing and replaced in the absentee file. Statistical data for the period prior to the effective date of transfer of servicing and such data for the period subsequent to the effective date of transfer of servicing will be reported, as required, by the respective machine records units.

132. Form in Which Cards Are Prepared

Cards will be prepared on WD AGO Form 301 as indicated in chapter 4.

133. Period for Which Cards Are Maintained

The status cards in the absentee file will be maintained until disposal is directed by The Adjutant General's Office.

Section III. STATUS CARDS FOR ACCESSIONS TO THE STRENGTH OF THE ARMY

(WD AGO Form 301)

134. General

Status cards for accessions to the Army are used in the Department of the Army to prepare statistics relative to the number of enlistments and reenlistments for any given period, to prepare statistics relative to the number of officers commissioned during any given period and to reconcile, in conjunction with status cards for losses to the Army, the strength of the Army with various strength reports prepared from other sources.

135. For Whom Status Cards Are Prepared

Cards will be prepared for all military personnel within the machine records servicing responsibility of each command, who have been reported on the morning report of an organization as gained from a source other than reassignment; such as from civil life, from reserve components, from the status of "dropped from the rolls" as absentee or general prisoner, etc.

136. Where Status Cards Are Prepared

Cards will be prepared in machine records units and statistical control offices located in the continental United States and in oversea commands.

137. Preparation

a. REPRODUCTION. New status cards created as a result of daily processing will be sorted by type of change, selecting all changes pertinent to accessions to the strength of the Army (cards punched "H," "F," and "D" in tenths position of type of change code). Status cards containing the selected types of change will be merged with organization master cards (or organization conversion cards). From the merged cards all data, contained in the status cards, except the processing code, will be reproduced and, at the same time, type of organization, parent unit number and type, and station from the organization master card will be interspersed gang-punched, into the accession status card, using the card columns indicated in paragraph 55.

b. TRANSMITTAL TABULATION. Accession status cards for officer and enlisted personnel will be grouped separately. Each group will be in sequence by date of change within the two major groups of type of change (returns to duty or military control from a dropped from the rolls status and all other accessions). For each shipment of accession status cards forwarded to The Adjutant General, Attention: AGAS, a transmittal tabulation, in duplicate, will be prepared separately for officer and enlisted personnel. The tabulation will indicate the preparing records unit, the date of shipment, the type of personnel (officer or enlisted), the major group of type of change (as indicated above), the dates of change, the total number of cards for each major group of type of change, and aggregate total. The officer in charge, or an officer designated by the officer in charge, will authenticate the transmittal tabulation to indicate that the totals shown thereon and the number of cards shipped are in agreement with the corresponding types of morning report entries reported during the same period.

c. BALANCING. A check will be made semi-monthly to insure that the number of accession status cards forwarded to the Department of the Army during the previous two week period balance to the total of lines "C," "D," and "E" of the semimonthly strength balance control

prepared for the same period in accordance with paragraph 57 of this manual. If discrepancies are noted, corrective action will be taken immediately to bring the totals in agreement and to notify The Adjutant General, Attention: AGAS, if the action affects cards previously submitted.

138. Reports Control Symbols

Reports Control Symbol AG 41 (R1) is applicable to accession status cards prepared for both officer and enlisted personnel.

139. Forwarding

Accession status cards, together with WD AGO Form 0331 and the transmittal tabulations will be forwarded, as changes occur, to The Adjutant General, Attention: AGAS, by regular mail, special delivery from the Fourth Army Machine Records Unit and machine records units east of the Mississippi River, and by air mail special delivery from all other machine records units. Loss status cards (see sec. IV below) and accession status cards will be combined in one shipment with applicable cards for each group separated by a tab card.

Section IV. STATUS CARDS FOR LOSSES TO THE STRENGTH OF THE ARMY

(WD AGO Form 301)

140. General

Status cards for losses to the Army are used in the Department of the Army to prepare statistics relative to the number of officer and enlisted personnel who have been separated from the service by resignation, discharge, dismissal, transfer to Reserve dropped from the rolls, relief from active duty, retirement, expiration of term of service, and death. These cards are also used to reconcile, in conjunction with status cards for accessions to the Army, the strength of the Army with various strength reports prepared from other sources.

141. For Whom Status Cards Are Prepared

Cards will be prepared for all military person-

nel within the machine records servicing responsibility of each command, who have been reported on the morning report of an organization as losses to the organization for any reason other than reassignment.

142. Where Status Cards Are Prepared

Cards will be prepared in machine records units and statistical control offices located in the continental United States and in oversea commands.

143. Preparation

a. REPRODUCTION. New status cards created as a result of daily processing will be sorted by type of change, selecting all changes pertinent to losses to the strength of the Army (cards punched "M," "N," "O," "P," and "Q" in tenths position of type of change code). Status cards containing the selected types of change will be merged with organization master cards (or organization conversion cards). From the merged cards all data contained in the status cards, except the processing code, will be reproduced, and, at the same time, type of organization, parent unit number and type, and station from the organization master card will be interspersed, gang-punched, into the loss status card, using the card columns indicated in paragraph 55.

b. TRANSMITTAL TABULATION. Loss status cards for officer and enlisted personnel will be grouped separately. Each group will be in sequence by date of change within the two major groups of type of change (dropped from the rolls status and all other losses). For each shipment of loss status cards forwarded to The Adjutant General, Attention: AGAS, a transmittal tabulation, in duplicate, will be prepared separately for officer and enlisted personnel. The tabulation will indicate the preparing machine records unit, the date of shipment, the type of personnel (officer or enlisted), the major group of type of change (as indicated above), the dates of change, the total number of cards for each date of change, the total number of cards for each major group of type of change and aggregate total. The officer in

charge, or an officer designated by the officer in charge, will authenticate the transmittal tabulation to indicate that the totals shown thereon and the number of cards shipped are in agreement with the corresponding types of morning report entries reported during the same period.

c. **BALANCING.** A check will be made semi-monthly to insure that the number of loss status cards forwarded to the Department of the Army during the previous two week period balance to the total on lines "J" and "K" of the semi-monthly strength balance control prepared for the same period in accordance with paragraph 57 of this manual. If discrepancies are noted, corrective action will be taken immediately to bring the totals in agreement and to notify The Adjutant General, Attention: AGAS, if the action affects cards previously submitted.

144. Reports Control Symbols

Reports Control Symbol AG-41 (R1) is applicable to cards prepared for officer and enlisted personnel.

145. Forwarding

Loss status cards, together with WD AGO Form 0331 and the transmittal tabulations will be forwarded, as changes occur, to The Adjutant General, Attention: AGAS, by regular mail, special delivery from the Fourth Army Machine Records Unit and machine records east of the Mississippi River, and by air mail, special delivery from all other machine records units. Loss status cards and accession status cards (See sec. III above) will be combined in one shipment with applicable cards for each group separated by a tab card.

Section V. STATUS CARDS FOR ALL OFFICER PERSONNEL

(WD AGO Form 301)

(Reports Control Symbol AG-77)

146. General

Status cards for officer personnel are used in

the Department of the Army for auditing the active duty index cards which are prepared by and maintained in The Adjutant General's Office. Also, from these cards the detailed arm or service for Regular Army officers is obtained for use in preparation of strength reports required by the Department of the Army.

147. For Whom Cards Are Prepared

Cards will be prepared as of the last day of each month for all officer personnel within the machine records servicing responsibility of each command.

148. Where Cards Are Prepared

Cards will be prepared in machine records units and statistical control offices located in the continental United States and in overseas commands.

149. Preparation

After all morning report remarks as of the last day of the month have been processed into the active status card file, status cards for all officer personnel will be withdrawn from that file, reproduced, and interpreted in the form indicated in chapter 4. The original status cards will be returned to the active status card file.

150. Balancing

The cards submitted by machine records units located in the continental United States will balance to totals, by arm or service and component, as reported in month-end strength summary cards for the same "as of" date. The cards submitted by machine records units located in overseas commands will balance to totals by arm or service and component, as reported in Strength by Troop Program and Type of Personnel, Reports Control Symbol WDCSO-14, for the same "as of" date.

151. Reports Control Symbol

Reports Control Symbol AG-77 is applicable.

152. Forwarding

The cards, accompanied by WD AGO Form 0331, will be forwarded to The Adjutant General, Attention: AGAS Washington 25, D. C., not later than the 7th work day after the end of each month. Shipments from machine records units located in oversea commands will be forwarded by air mail. Shipments from machine records units located in the continental United States will be forwarded by regular mail, special delivery. In commands utilizing the service of more than one machine records unit, the cards will be submitted to the central or consolidating machine records unit in order that one shipment for the entire command will be made.

Section VI. STATUS CARDS REQUIRED BY OTHER SECTIONS OF THIS MANUAL**153. Officer Personnel Status Cards for the Director of Personnel and Administration, General Staff, United States Army (Reports Control Symbols WDGPA-100 and 101)**

Status cards for officer personnel will be prepared and forwarded in accordance with provisions of section III, chapter 7.

154. Status Cards for Officers Whose Basic Branch Is Air Corps

Status cards for officers whose basic arm or service is Air Corps will be prepared and forwarded in accordance with the provisions of section III, chapter 7.

CHAPTER 11

DISPOSITION OF MORNING REPORTS

155. General

a. The provisions of this section apply to statistical control offices as well as machine records units.

b. Processed morning reports for any given month (except those morning reports referred to in par. 156) will be retained in machine records units for the next succeeding month and then forwarded to The Adjutant General's Office as directed in paragraphs 157 and 158. For example, morning reports prepared and processed during June would be retained for the month of July and forwarded as soon after 31 July as practicable. During the period the reports are retained, files will be checked to insure that all required morning reports are on hand. Whenever morning reports are missing, action will be taken to obtain them from organizations concerned.

156. Disposition of Morning Reports for Organizations Being Transferred to the Servicing of Another Machine Records Unit

a. Machine records units will process all morning reports received prior to the day status cards are transferred to the machine records unit assuming the servicing of the organization. All processed morning reports for the current month, and status cards to be transferred to the unit assuming the servicing of the organization, will be forwarded with a letter of transmittal certifying that morning reports have been processed through the date indicated. Status cards transferred will be in balance with the morning report strength as reflected in the last morning report processed. If for any reason a balance is not possible, an explanation as

to the reason will be included with the letter of transmittal forwarded with the status cards.

b. Morning reports for organizations transferred, received after status cards have been processed and shipped, will be appropriately identified as not being processed and forwarded to the machine records unit assuming the servicing after the transfer.

c. Commanding officers of machine records units (including ports of embarkation) assuming the servicing of organizations after the transfer will be responsible for obtaining and processing all morning reports subsequent to the last day of processing as certified by the former machine records units, and for transmitting all morning reports for the month during which the organization was transferred, to The Adjutant General's Office.

d. Commanding officers of ports of embarkation will advise all units departing for an overseas destination that morning reports will be prepared daily while en route and will be submitted to the machine records unit assuming the servicing upon arrival overseas.

e. When a division (or comparable unit) changes station or location, involving a change in machine records unit servicing, the effective day of transfer of servicing for each element of the division (or comparable unit) will be the date of departure of the headquarters (that element maintaining the morning reports) of each parent unit. All morning reports prepared for all dates up to and including the day prior to the day of departure will be forwarded by the reporting organization to the machine records unit servicing the unit at its old location. Morning reports prepared for the day of departure and thereafter will be forwarded to the machine records unit assuming the servicing of the unit after the transfer.

157. Final Disposition of Morning Reports by Machine Records Units and Statistical Control Offices Located in Continental United States

a. Morning reports for each subunit will be arranged in chronological sequence (first day of the month on top) and bound together with gummed tape prior to forwarding to The Adjutant General's Office. A narrow strip of plain paper will be placed around the morning reports and under the gummed tape so that the tape will not adhere to, and thereby damage, the morning reports.

b. Subunits will then be grouped together for each parent unit in subunit order i.e., Hq, Hq Co, Co A, Co B. Each parent unit will then be bound together in the same manner as described above. Parent units will be grouped for each station in parent unit order and wrapped in bundles approximately 12 inches long. Wrappers will indicate clearly station or stations included. All bundles will be packed in one container for shipment.

c. A transmittal list will be prepared on WD AGO Form 305 from parent unit organization master cards, listed in station and parent unit order and submitted in duplicate with the shipment. Parent unit name will be listed under name field, station code or shipment number under grade field, type of organization under arm or service and race fields, and parent unit code

under column A. Heading cards will be used to indicate the machine records unit from which the listing is submitted and the period covered by the morning reports.

d. WD AGO Forms 308-1 with higher echelon field (cols. 16-26) and strength field (cols. 61-76) not punched (these fields are used in The Adjutant General's Office for index purposes) will be filed in front of morning reports for each parent unit. Organization master cards for organizations which have been redesignated, inactivated, or transferred overseas will be filed with the corresponding group of morning reports. The date and a clear, concise statement of the redesignation, inactivation, or transfer of the organization will be transcribed on the back of the organization master card.

e. Morning reports will be shipped by regular mail to Chief, Records Service Branch, Building 103, Records Administration Center, AGO, St. Louis 20, Missouri.

158. Final Disposition of Morning Reports by All Other Machine Records Units

Morning reports will be forwarded in accordance with instructions outlined in the preceding paragraph except that the transmittal list will be listed in, and morning reports filed in, parent unit order.

CHAPTER 12

TRANSMITTAL FORM (WD AGO FORM 0331)

159. General

The transmittal form is designed to be used in the identification of punch cards forwarded to The Adjutant General's Office, at which point the form is further used in the compilation of statistics in connection with method of shipment and mail lag analyses. The forms are furnished in sets of three, each card prepunched and preprinted with a shipment number. Each set consists of the original card (white), second card (yellow) and third card (green). A specific series of numbers is assigned to each machine records unit. The cards have no corner cut, and therefore may be used as tab cards to separate various types of cards when including several shipments in the same package.

160. Where Cards Are Prepared

Cards will be prepared in each machine records unit and statistical control office located in the continental United States and in oversea commands.

161. Transmittal Numbers Used

A separate transmittal number will be used for each type of card forwarded to The Adjutant General's Office. The transmittal forms are *not* to be used with shipments forwarded to other agencies.

162. Preparation

The left hand portion of the card will be prepared in accordance with the following instructions:

- a. MRU NUMBER. Indicate the code number of the machine records unit from which cards are being forwarded (WD Memo 330-91-1).
- b. WD AGO FORM NUMBER. Indicate the

form number of the cards being submitted such as 301, 302, 308-1, etc. Only one form number will be entered on one transmittal, as a separate transmittal form is required for each type of card shipped.

c. NUMBER OF CARDS. Enter actual number of cards included in the shipment.

d. NUMBER OF BOXES. Enter total number of separate cartons contained in the shipment.

e. TYPE OF SHIPMENT. Indicate by a check or an X whether the shipment is a regular (recurring) or special (one time) requirement.

f. DATE OF SHIPMENT. Enter the day, month, and year that shipment is forwarded.

g. SHIPPED VIA. Enter a check or an X in the appropriate block to indicate the method of shipment.

h. DATE RECEIVED. This item will *not* be entered.

i. REMARKS. This section will be used for a description of the cards being submitted, the reports control symbol, and the authority for shipment. Examples are as follows:

Morning report locator cards, Reports Control Symbol AG-40, chapter 5, TM 12-305.

Status cards, for MRU officers, Reports Control Symbol AG-36, section VI, chapter 10, TM 12-305.

j. SIGNATURE. The commanding officer or an individual designated by the commanding officer will authenticate the card.

k. PUNCHING SECTION. The right hand portion of the form is for use by The Adjutant General's Office and will not be used in machine records units.

163. Disposition of Cards

The three cards of each set will be disposed of as follows:

a. The *white* card will be included in the shipment to The Adjutant General's Office.

b. The *yellow* card will be forwarded by regular mail to The Adjutant General's Office under separate cover on the same day shipment is forwarded.

c. The *green* card will be retained in the machine records unit.

d. Shipment numbers will be checked in The Adjutant General's Office and upon discovery of a missing number tracing action will be initiated. It is therefore important that all transmittal forms that are damaged, and as a result are unfit for normal use, be marked *void* across the face of all copies. The damaged white and yellow cards will be forwarded by regular mail to The Adjutant General, Attention: AGAS, Washington 25, D. C.

e. When a machine records unit is inactivated or consolidated with another machine records unit, unused transmittal forms will be forwarded to The Adjutant General's Office.

164. Tracing Lost Shipments

When it has been determined that a shipment of cards, or any part thereof, has been lost, The Adjutant General's Office will notify, by letter, the command originating the shipment. Attached to the letter will be Post Office Form 1510 which will be filled out immediately and forwarded to the post office concerned.

165. Supply of Forms

The forms will be automatically supplied to machine records units without requisition.

CHAPTER 13

OFFICERS' QUALIFICATION CARDS

(WD AGO Form 367)

166. General

Officers' qualification cards are designed to present the qualifications most frequently consulted in connection with the placement and administration of officer personnel. They are used in appropriate headquarters for mechanical reference to established qualifications of individual officers and for the compilation of statistics on groups of officers.

167. For Whom Cards Are Prepared

These cards will be prepared for all officer personnel, other than noneffective personnel and personnel at a staging area or port of embarkation awaiting shipment overseas within the machine records servicing responsibility of the command.

168. Where Cards Are Prepared

These cards will be prepared and maintained in machine records units located in the continental United States.

169. Preparation

a. ESTABLISHMENT OF FILE. The qualifica-

tion cards will be established, initially, from code sheets, designed by each command concerned, and forwarded to unit personnel sections for insertion of necessary data. Upon receipt of the code sheets in the machine records unit, they will be coded, cards will be punched in the form prescribed in paragraph 170, and verified. The cards will be maintained in an officers' qualification card file, in any sequence that is most suitable to the command concerned.

b. PROCESSING. The officers' active status card file will be matched periodically with the officers' qualification card file, selecting unmatched status cards for which qualification cards are not in file. The unmatched status cards, except those representing noneffective personnel, will be used to prepare lists or code sheets which will be forwarded to appropriate unit personnel sections in order to obtain required data. Upon receipt of data in the machine records unit, qualification cards will be prepared and filed in the qualification card file.

170. Form in Which Cards Are Prepared

These cards will be prepared on WD AGO Form 367 as follows:

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
a. Name		1-20	10-29
b. Serial number		21-28	1-8
c. Basic arm or service, code only	No. 61	29-30	31-32
d. Current arm or service, code only	No. 61	31-32	34-35
e. Component	No. 4	33	37
f. Year of birth (see Note 1)		34-35	39-40
g. Race (see Note 2)	No. 18	36	42
h. Grade, code only	No. 5	37	44
i. Date of rank in grade:			
Day		38-39	46-47
Month (see Note 3)		40	48
Year		41-42	49-50

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
j. Efficiency rating		44-45	52-54
k. Special service school No. 1	No. 33	46-47	56-57
l. Special service school No. 2	No. 33	48-49	7-8 L
m. General service school	No. 33	50	10 L
n. Language No. 1	No. 39	51-53	12-14 L
o. Language No. 2	No. 39	54-56	16-18 L
p. Education	No. 31	57	20 L
q. Educational specialty	No. 48	58-59	22-23 L
r. Main civilian occupation	TM 12-405	60-64	25-29 L
s. Military occupational specialty	TM 12-406	65-68	31-34 L
t. Field use as desired		69-80	

Note 1. Limited service (physical) will be designated by an X(11) punch and limited service (retired) will be designated by a high (12) punch in column 34 in addition to other required punching.

Note 2. Limited service (over age in grade) will be designated by an X(11) punch in column 36 in addition to other required punching.

Note 3. Month will be punched as follows: January through September, one (1) through nine (9), respectively, October X(11), November "J," and December "K."

171. Disposition

a. TO OTHER MACHINE RECORDS UNITS.

Officers' qualification cards for personnel transferred to the Air Force and to ports of embarkation or staging areas for shipment overseas will be destroyed. Cards for all other personnel who are transferred to the servicing of another machine records unit located in the continental United States will be forwarded to the appropriate machine records unit, along with required status cards, morning reports, and other required records.

b. TO THE ADJUTANT GENERAL'S OFFICE. Officers' qualification cards will be forwarded to The Adjutant General's Office only when directed by that office.

CHAPTER 14

PERSONNEL SURVEY OF THE ARMY CARDS (Reports Control Symbol WDGPA-35)

172. General

The 5 percent sample personnel survey of the Army represents a cross section of all Army personnel, includes, in the form of punch cards, information readily convertible to pertinent statistics, and provides the Department of the Army with data necessary to establish policy in the administration of all personnel in the Army. Analyses drawn from these data serve as guidance in the establishment of Department of the Army policies and planning for the present and future welfare of Army personnel.

173. For Whom Survey Is Prepared

The survey, made quarterly (31 March, 30 June, 30 September, and 31 December), will include approximately 5 percent of all personnel in the Army, excluding other than RA enlisted men and individuals assigned to separation centers and members of debarkee transient detachments at ports of embarkation located in continental United States. The survey will embrace those officers, nurses, warrant and flight officers, dietitians, physical therapists, enlisted men, WAC officers, WAC warrant officers, and WAC enlisted women whose serial numbers end in certain predetermined digits.

174. Where Survey Is Prepared

Personnel survey of the Army punch cards will be prepared in machine records units and statistical control offices located in continental United States and oversea commands.

175. General Instructions

The data required for the personnel survey are changed each quarter in accordance with the needs of the Department of the Army. It is, therefore, neither feasible nor practicable to present detailed instructions for the preparation of the punch card in this manual. General instructions pertinent to the serial number suffixes to be used and to the preparation of the punch card form will be issued quarterly by The Adjutant General's Office. Should these instructions not be received by the machine records units at least *2 weeks* prior to the "as of" date of the survey, a radio query will be transmitted to The Adjutant General, Attention: AGAS, Washington 25, D. C.

176. Forwarding

Personnel survey cards, accompanied by WD AGO Form 0331, will be forwarded to The Adjutant General, Attention: AGAS, Washington 25, D. C. The cards will be shipped not later than 21st work day of the month after the "as of" date of the survey. Shipments from machine records units located in oversea commands will be forwarded by air mail. Shipments from machine records units located in continental United States will be forwarded by regular mail, special delivery. In commands utilizing the service of more than one machine records unit, the personnel survey cards will be submitted to the central or consolidating machine records unit where one shipment, to include cards for all personnel involved in the survey for the command will be made.

CHAPTER 15

MACHINE UTILIZATION REPORTS

(Reports Control Symbol AG-46)

177. General

The Machine Utilization Report is designed to establish a standard reporting procedure concerning the use of punch card accounting machines and auxiliary sorting, collating, reproducing, and interpreting equipment. -It is used in the Department of the Army for various purposes relating to the control of such equipment.

178. Where Report Is Prepared

This report will be prepared in Army machine records units; Department of the Army Machine Records Section; Demobilized Personnel Records Branch, AGO; Personnel Research and Analysis Branch, AGO.

179. Preparation

The Machine Utilization Report will be pre-

pared in accordance with instructions contained in letter AGOM- F 413.51 (26 July 45) dated 26 July 1945, subject: "Machine Utilization Report," as amended.

180. Forwarding

Two copies of the "Machine Tabulating Equipment Utilization Report" and one copy of the recap, as described by the letter referred to in paragraph 179, will be forwarded by regular mail to The Adjutant General, Attention: AGAS, Washington 25, D. C., not later than the 18th work day of month following that for which prepared.

181. Reports Control Symbol

Reports Control Symbol AG-46 is applicable to this report.

CHAPTER 16

ORGANIZED RESERVE CORPS STATISTICAL CARD (WD AGO Form 306)

182. General

a. Data relative to the Organized Reserve Corps (comprises Officers' Reserve Corps and Enlisted Reserve Corps) are maintained in punched cards for the purpose of supplying the Department of the Army with personnel statistics, summary reports, strength reports, etc., pertinent to the current status of members of the Organized Reserve Corps in regard to appointment, enlistment, promotion, training, transfer, and discharge.

b. The policies and regulations affecting the procurement, organization, distribution, and training of Organized Reserve Corps personnel are governed by AR 140-5 and AR 150-5.

183. For Whom Cards Are Prepared

Organized Reserve Corps statistical punch cards will be prepared for all individuals appointed or enlisted in Organized Reserve Corps in accordance with regulations cited above, for all personnel separated from Organized Reserve Corps, and for the principal changes affecting an individual's status while a member of the Organized Reserve Corps.

184. Where Cards Are Prepared

Organized Reserve statistical cards will be prepared in Army machine records units located in the continental United States, in departmental machine records units (Alaska, Panama, Antilles, and Hawaii (AGFPAC)), and in statistical control offices as directed by the Commanding General, Department of the Air Force.

185. Preparation

a. SOURCE DOCUMENT. Organized Reserve Corps statistical cards will be prepared from

code sheets designed for that particular purpose. The use of code sheets is directed because the required card data are not available from a single document. The primary sources of the required data are WD AGO Form 53 series (separation forms), WD AGO Form 170-1 (Application for Appointment and Statement of Preference for Reserve Officers), WD AGO Form 66, and WD AGO Form 20 (Soldier's Qualification Cards), and personal interview. Code Sheets, WD AGO Forms R-5512 (Officers' Reserve Corps), and R-5513, (Enlisted Reserve Corps) (authorized for reproduction on 8- by 12½-inch paper) designed to expedite and facilitate punching, will be prepared by the agency (area, district, or unit headquarters) maintaining reserve records in accordance with paragraph 19a(3), Circular 356, War Department, 1946.

b. CONTROL OF SOURCE DOCUMENT. A daily control of code sheets received in the machine records unit will be maintained. The control will indicate the number of code sheets (officer and enlisted separately) received to date, broken down into types of change; i.e., accessions, separations, calls to active duty, and miscellaneous changes. The purpose of the control is twofold: first, to insure that all appointments, enlistments, and subsequent changes are being received (this will be accomplished by a monthly contact with agency preparing code sheets; if a discrepancy exists between the two totals an audit will be made immediately to determine the cause of error and remediable action taken); and, second, to serve as a check against the number of cards prepared and against aggregate totals reported to the Department of the Army in required reports.

c. CODING. In order to expedite the coding of data required in the punch card, the reserve

code sheet is designed as a self-coding document as far as possible. The pertinent codes of certain items (grade, section, race, etc.) need only be indicated by a check (✓) mark. The entries for the other items (name, army serial number, permanent address, etc.) will be printed legibly and within the blocks prescribed. With the exception of serial number, zeros will be placed before the integral figures when the spaces allotted to a particular item exceed the coded data; e.g., 9 months' active duty will be coded 09. Enlisted serial numbers of less than eight digits will not be preceded by zeros but the excessive spaces will be left blank beginning from the left. Officer serial numbers will be prefixed by an alphabetic O, followed by a digit or a dash (if under one million). Unknown data will be left blank. Prior to being punched in the machine records unit all coded documents will be verified for conformity with the above, for completeness and accuracy, and for impossible coding in respect

to year of birth, length of active duty, etc. Incorrectly coded sheets will be returned with instructions pertinent to the proper manner in which code sheets will be prepared.

d. PUNCHING. Organized Reserve Corps statistical cards will be punched daily from the reserve code sheets. Punching will be kept current. Items reported as unknown will be identified by a high (12) punch in column 76 so that incomplete cards may be readily identified and action taken periodically to obtain delinquent information. The data contained in the punched cards will be verified and corrections made if necessary. The total number of cards punched will be checked daily against the totals previously entered on the control cited in *b* above.

186. Form in Which Cards Are Prepared

a. OFFICERS. The form in which the Officers' Reserve Corps statistical card will be punched is—

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
(1) Name		1-20	1-20
(2) Serial number		21-28	22-29
(3) Class of Unit	No. 100, Part N		
(4) Grade—alpha designation (see Note 1)	No. 5	30-32	32-34
(5) Section of reserve—alpha designation (see Note 2)	No. 61	33-35	36-38
(6) Permanent address:			
State	No. 72	36-37	40-41
County	No. 72	38-40	43-45
(7) Type of organization	No. 65	41-44	
(8) Length of active duty (months) (see Note 3)		45-46	13-14 L
(9) Source of original commission (see Note 4)	No. 6	47-48	47-48
(10) MOS	TM 12-406	49-52	16-19 L
(11) MCO (see Note 5)	TM 12-405	53-56	21-24 L
(12) Education level	No. 31	57	50
(13) Parent unit (see Note 6)	Nos. 64 & 63	58-63	
(14) Date of current appointment in ORC (see Note 7):			
Day		64-65	36-37 L
Month		66	39 L
Year		67-68	41-42 L
(15) Year of birth		69-70	52-53
(16) Race	No. 18	71	55
(17) Aeronautical rating (see Note 8)	No. 40	72	57
(18) Station	No. 73	73-76	
(19) Date of change (see Note 9):			
Month		77	43 L
Year		78	45 L
(20) Type of change (see Note 9)	No. 20	79-80	47-48 L

Note 1. Grade will be that to which appointed in the ORC.

Note 2. Sections of reserve will be confined to those specified for ORC in Circular 356, WD, 1946, as amended.

Note 3. Length of active duty will be expressed in months and will include commissioned service only. Fraction of a month will be computed as follows: period of less than 15 days will be disregarded; period of 15 days or more will be construed as a complete month. More than 99 months of active duty will be punched as follows: 100 to 199 by high (12) punch over column 45 in addition to number of months under 100 in columns 45-46; 200-299 by an X(11) punch in column 45 in addition to the number of months under 100.

Note 4. Source of original commission will indicate the status (ROTC, former AUS officer, civil life, etc.) from which the first or original appointment in the ORC was made.

Note 5. The middle, or functional, digit of MCO code will not be used.

Note 6. An X(11) punch will be punched in column 63 to indicate an officer who has been transferred to the Inactive Reserve.

Note 7. Date of current appointment in ORC will be the most recent appointment in the ORC.

Note 8. Aeronautical rating showing highest degree of skill and responsibility will be punched. For example, the aeronautical rating to be punched in cards for an officer who holds the rating of command pilot, senior balloon pilot and glider pilot will be command pilot. (Aeronautical ratings in Code No. 40 are listed in order of precedence.)

Note 9. Date of change and type of change need not be punched in cards filed in the basic file. These items will be punched in all cards (accessions, separations, and miscellaneous changes) filed in the supplementary detail change file. Date of change will be the effective date of action whenever possible; otherwise the processing date will be used.

b. ENLISTED. The form in which the Enlisted Reserve Corps statistical card will be punched is—

Data	Unless otherwise indicated, codes in 330 series, WD Memos, are applicable	Columns punched	Type bars interpreted
(1) Name		1-20	1-20
(2) Serial number		21-28	22-29
(3) Class of unit	No. 100, Part N	29	
(4) Grade—alpha designation (see Note 1)	No. 5	30-32	32-34
(5) Section of reserve—alpha designation (see Note 2).	No. 61	33-35	36-38
(6) Permanent address:			
State	No. 72	36-37	40-41
County	No. 72	38-40	43-45
(7) Year of birth		41-42	47-48
(8) Race	No. 18	43	50
(9) Main civilian occupation	TM 12-426	44-46	6-8 L
(10) Military occupational specialty	TM 12-427	47-50	10-13 L
(11) Date of current enlistment in the ERC:			
Day		51-52	52-53
Month		53	55
Year		54-55	57-58
(12) Length of active service (months) (see Note 4)		59-61	20-22 L
(13) Type of organization	No. 65	63-66	
(14) Parent unit	Nos. 64 and 63	67-72	
(15) Station	No. 73	73-76	
(16) Date of change (see Note 3):			
Month		77	55 L
Year		78	57 L
(17) Type of change (see Note 3)	No. 20	79-80	59-60 L

Note 1. Grade will be that in which enlisted, or to which promoted, in the ERC.

Note 2. Sections of reserve will be confined to those specified in Circular 356, War Department, 1946, as amended.

Note 3. Date of change and type of change need not

be punched in the card filed in the basic file. Those items will be punched in all cards (accessions, separations, and miscellaneous changes) filed in the supplementary detail change file. Date of change will be the effective date of action whenever possible; otherwise the processing date will be used.

Note 4. Length of active service will be expressed in months and will include all active service, including federal service in another branch of the Armed Forces, such as service in United States Marine Corps (total of items 37 and 39 of WD AGO Form 53 series). Fraction of a month will be computed as follows: period of less than 15 days will be disregarded; period of 15 or more days will be construed as full month.

187. Files

The following files will be maintained for personnel of the Organized Reserve Corps:

- Active Reserve
- Inactive Reserve
- Honorary Reserve
- Active Duty
- Separations
- Detail Changes

a. ACTIVE RESERVE FILE. Separate files will be maintained for officer and enlisted personnel. These files will consist of cards for all qualified personnel of the Organized Reserve Corps who are required in T/O & E units (Class A, B, C, and composite units) and, in addition, all qualified personnel, other than those assigned to units, for necessary replacements and expansion of the Army of the United States. All cards punched for gains to the Organized Reserve Corps (appointments, enlistments, and transfers of active members from another army area) will be interfiled in the Active Reserve file.

b. INACTIVE RESERVE FILE. This file, maintained in chronological sequence for officer personnel only, will consist of cards for officers who are assigned to the Inactive Reserve due to temporary inability to participate in the required activities of the Active Reserve, due to failure to maintain the standards of training or efficiency required for retention or promotion in the Active Reserve, and due to the development of a physical incapacity which is believed remediable within 1 year. Transfer of punch cards from the Active Reserve file to the Inactive Reserve file will be accomplished only upon receipt of authentic notification specifying such transfer. Upon receipt of this notification, the active card will be deleted from file, punched with the date of transfer, an identifi-

ing punch placed in column 63 and the card interfiled in the Inactive file. Assignments to the Inactive Reserve, which are temporary, are for the duration of 1 year or less, consequently cards should not be retained in this file for more than 1 year unless specific individual exemption has been made. This will be controlled by the chronological sequence of the file and action will be taken to determine the proper disposition of individuals whose time limitation has lapsed.

c. HONORARY RESERVE FILE. This file, maintained for officer personnel only, will consist of cards for officers transferred to the Honorary Reserve due to having reached the statutory age for retirement, due to having completed a total of 20 years' service in any component of the United States Army, and due to having become physically disqualified, other than through their own misconduct, to perform the duties incidental to the grades held by them. Cards will be transferred to the Honorary Reserve file upon receipt of authentic notification specifying such transfer. The transfer can be made from either the Active Reserve file or from the Inactive Reserve file. In either case the punch card will be deleted from the applicable file, punched with the date of transfer and a high (12) punch (without eliminating any other punching) in column 28, and interfiled in the Honorary Reserve file.

d. ACTIVE DUTY FILE. (1) Separate files will be maintained for officer and enlisted personnel. These files will consist of cards for personnel who have been called to active duty for training or for extended duty with the regular establishment. The active duty file is a suspense file and as such will be fed by the Active Reserve file only; cards will continually flow between the two files. Upon receipt in the machine records unit of authentic notification of a call or recall to active duty, the card will be deleted from the Active Reserve file and punched with the appropriate type of change and date of call to active duty. Prior to being filed in the active duty file the card will be reproduced for the change file which is described in *f* below. It will be borne in mind that upon completion of a call to active duty the data relating to active

service will be adjusted in the active reserve statistical cards in accordance with the length of time served on active duty. This will be done prior to returning the card to the Active Reserve file.

(2) Separate file will be maintained for officers, warrant officers, and enlisted men who are appointed in the Officers' Reserve Corps while on active duty. Cards for this type of personnel will be held in suspense until the individual is relieved or separated from active duty and assumes an active reserve status. Punched cards will be prepared as indicated in paragraph 186a in order to identify this personnel, except that the symbol "AD" will be punched in columns 79-80 in lieu of type of change.

e. SEPARATION FILE. Separate files will be maintained for officer and enlisted personnel. These files will consist of cards for officer and enlisted personnel who have been separated, for any reason, from the Organized Reserve Corps. Cards will be fed into this file from all of the above-mentioned files. When notice of a separation is received in the machine records unit, the card will be deleted from the applicable file and, after date and type of separation have been punched, interfiled in the separation file. This file will be maintained in sequence by cause of separation and will be constantly kept on a current basis so that required separation reports may be obtained expeditiously.

f. DETAIL CHANGE FILE. Separate files will be maintained for officer and enlisted personnel. The detail change file will contain an individual card for all calls to active duty, promotions, transfers, and other miscellaneous changes (see WD Memo 330-20-1). Upon receipt in the machine records unit of a notification of a change (other than separation or transfer to Inactive or Honorary Reserve or change of residence to jurisdiction of another Army area) a change card will be prepared, processed against the Active Reserve file, and a new statistical card created to reflect the latest information. The new card will be placed in the Active Reserve file, the original card, punched with date and type of change will be filed in the detail change file and the change card destroyed. This file will be maintained so that reports sim-

ilar to those required for the fiscal year report for the Secretary of the Army's Office (reference Annual Report of Secretary of War, 1941, pp. 109 through 115) might be prepared.

188. Calls to Active Duty

a. ACTIVE DUTY TRAINING. Individuals ordered to active duty training in accordance with existing regulations will be assigned to the reserve training detachment of the major command which issued the active duty orders and attached to the headquarters of the intermediate station, if ordered through such a station for the purpose of undergoing a physical examination, and, upon relief from such attachment, subsequently attached to the organization with which active duty training is to be performed, if such organization is located at a station other than that of the reserve training detachment. This personnel will continue to be reported in the strength of the Organized Reserve Corps but will not be reported in the strength of the Army. Morning reports for units ordered to active duty training will be prepared in accordance with AR 345-400; the individuals assigned to such reserve units will be reported in the strength of the Organized Reserve Corps but not in the strength of the Army.

b. EXTENDED ACTIVE DUTY. Individuals called to extended active duty and officers, warrant officers, and enlisted men who accept appointment in Officers' Reserve Corps while on active duty will be reported in the strength of the Army in accordance with current instructions, but will not be reported in the strength of the Organized Reserve Corps unless it is specifically directed by the Department of the Army.

c. ATTENDANCE AT GENERAL OR SPECIAL SERVICE SCHOOLS. Personnel ordered to attend either general or special service schools in accordance with current regulations will be assigned to reserve training detachments with further attachment to the schools. This personnel will continue to be reported in the strength of the Organized Reserve Corps but will not be reported in the strength of the Army.

189. Change of Address

a. TEMPORARY ADDRESS. Temporary address may be a home or business address at which mail will reach the reservist more promptly. A report of change in a temporary address will not be recorded in the files outlined above.

b. FOREIGN ADDRESS. Reservists are not restricted in regard to travel or residence beyond the limits of the United States or its territories or possessions, but it is required that a foreign address be reported prior to departure. A report of a foreign address will not be reflected in the above files because the records of a reservist traveling or residing in a foreign coun-

try will be administered by the major command in whose area the reservist has reported his latest permanent home address.

c. PERMANENT ADDRESS. Permanent address is the address from which reservist is ordered to active duty. A change in permanent address of a reservist will be processed against the applicable file and the new address punched in the reserve statistical card. When the reservist reports a change in permanent address in the area of another major command, the statistical card will be deleted from file, the permanent address changed, and the new card forwarded, together with his other records, to the new major command.

CODE SHEET OFFICERS' RESERVE CORPS	CODED BY																																																														
I. LAST NAME, FIRST, MIDDLE INITIAL <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	II. EDUCATIONAL LEVEL (57) <table style="width: 100%; border-collapse: collapse;"> <tr> <td>GRAMMER SCH.</td> <td style="border: 1px solid black; width: 30px; text-align: center;">0</td> <td>1 YR. COLLEGE</td> <td style="border: 1px solid black; width: 30px; text-align: center;">5</td> </tr> <tr> <td>1 YR. HIGH SCH.</td> <td style="border: 1px solid black; text-align: center;">1</td> <td>2 YRS. COLLEGE</td> <td style="border: 1px solid black; text-align: center;">6</td> </tr> <tr> <td>2 YRS. HIGH SCH.</td> <td style="border: 1px solid black; text-align: center;">2</td> <td>3 YRS. COLLEGE</td> <td style="border: 1px solid black; text-align: center;">7</td> </tr> <tr> <td>3 YRS. HIGH SCH.</td> <td style="border: 1px solid black; text-align: center;">3</td> <td>4 YRS. COLLEGE</td> <td style="border: 1px solid black; text-align: center;">8</td> </tr> <tr> <td>4 YRS. HIGH SCH.</td> <td style="border: 1px solid black; text-align: center;">4</td> <td>POST GRADUATE</td> <td style="border: 1px solid black; text-align: center;">9</td> </tr> </table>	GRAMMER SCH.	0	1 YR. COLLEGE	5	1 YR. HIGH SCH.	1	2 YRS. COLLEGE	6	2 YRS. HIGH SCH.	2	3 YRS. COLLEGE	7	3 YRS. HIGH SCH.	3	4 YRS. COLLEGE	8	4 YRS. HIGH SCH.	4	POST GRADUATE	9																																										
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8. SOURCE <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>																																																															

CODE SHEET ENLISTED RESERVE CORPS	CODED BY _____ CODING VERIF _____
1. LAST NAME, FIRST NAME, MIDDLE INITIAL	9. MOS CODE (47) [] [] [] [] (50)
2. ASN [] [] [] [] [] [] (21-28)	10. DATE OF CURRENT ENLISTMENT IN ERC DAY MO YEAR (51) [] [] [] [] (55)
3. GRADE (30-32) MSG 1 TC4 N ISG 2 CPL 6 TSG 3 TC5 0 SSG 4 PFC 7 TC3 M PVT 8 SGT 4	11. PHYSICAL CLASSIFICATION (58) GENERAL SERVICE 1 LIMITED SERVICE 3 12. MONTHS OF ACTIVE DUTY (59) [] [] (64)
4. SECTION OF RESERVE (33-35) AGD 78 CML 80 ORD 87 AMD 12 FA 30 QMC 50 AS 91 FIN 97 SC 90 CAC 40 INF 10 TC 38 CAV 93 MD 70 CE 82 MP 06	13. DATE OF CHANGE MO YR (77) [] [] (78) 14. TYPE OF CHANGE (79) [] [] (80)
5. PERMANENT ADDRESS STATE COUNTY DISTRICT (36) [] [] [] [] (40) [] (76)	REMARKS:
6. YEAR OF BIRTH (41) [] [] (42)	
7. RACE (43) WHITE 1 HAWAIIAN 5 NEGRO 2 AMER INDIAN 6 CHINESE 3 FILIPINO 7 JAPANESE 4 PUERTO RICAN 8 OTHERS (explain) _____	
8. MCO CODE (44) [] [] [] (46)	

CHAPTER 17

STRENGTH RETURNS AND OTHER REPORTS PREPARED IN ACCORDANCE WITH SEPARATE INSTRUCTIONS

190. General

In addition to the various strength returns and other reports required by this manual, there are other returns and reports to be prepared for the Department of the Army in conformity with separate instructions. It is the purpose of this section to outline certain descriptive data pertinent to such returns and reports. Included among these data are references to the titles of the reports, reports control symbols, and the agencies responsible for preparation.

191. Inventory and Projection of Army Strength

(Reports Control Symbol WDGPA-45)

Agencies responsible for preparation are all continental United States commands (except Air Force) and overseas commands responsible for reporting strength to the Department of the Army.

192. Officer's Strength by Component, Sex, and Grade

(Reports Control Symbol WDSC-6 (R1))

Agencies responsible for preparation are all continental United States commands and overseas commands responsible for reporting strength to the Department of the Army.

193. Weekly Strength of the Army

(Reports Control Symbol WDCSO-11)

Agencies responsible for preparation are all continental United States commands and overseas commands responsible for reporting strength to the Department of the Army.

194. Strength in Troop Program Sequence by Organization and Type of Personnel

(Reports Control Symbol WDCSO-13)

Agencies responsible for preparation are all overseas commands responsible for reporting strength to the Department of the Army.

195. Strength in Troop Program Sequence by Type of Personnel

(Reports Control Symbol WDCSO-14)

Agencies responsible for preparation are all overseas commands responsible for reporting strength to the Department of the Army.

196. Report of Changes in Strength and Organization

(Reports Control Symbol WDCSO-17)

Agencies responsible for preparation are all overseas commands responsible for reporting strength to the Department of the Army.

197. Strength by Branch and Grade

(Reports Control Symbol WDCSO-25)

Agencies responsible for preparation are all overseas commands responsible for reporting strength to the Department of the Army.

198. Strength by Base and Type of Personnel

(Reports Control Symbol WDCSO-26)

Agencies responsible for preparation are all overseas commands responsible for reporting strength to the Department of the Army.

199. Strength of Noneffective Personnel
(Reports Control Symbol WDCSO-27)

Agencies responsible for preparation are all oversea commands responsible for reporting strength to the Department of the Army.

200. Administrative Motor Vehicle Report

(Reports Control Symbol TC-27)

Report is prepared in Army machine records units and the Department of the Army machine records section.

201. Special Rosters of Officers and Warrant Officers

(Reports Control Symbol WDGPA-100 (R1), Part C)

Agency responsible for preparation of special rosters for ASWAAF officers is Headquarters Department of the Air Force.

202. Retired Military Personnel by Grade and Type of Personnel and Amount of Retired Pay

(Reports Control Symbol WDGPA-110)

The following oversea commands are responsible for preparing rosters for retired military personnel:

- a. Antilles.
- b. Panama.
- c. AGFPAC (Hawaii).
- d. PHILRYCOM (Philippine Islands).

203. Personnel Receiving Additional Pay (Other Than Air Force)

(Reports Control Symbol WDGPA-98)

Agencies responsible for preparation are all continental United States commands (except Air Force) and oversea commands responsible for reporting strength to the Department of the Army.

204. Organized Reserve Corps Strength by Grade, Section, and Residence

(Reports Control Symbol WDCSO-42)

Agencies responsible for preparation are all continental United States commands and oversea commands responsible for reporting Organized Reserve Corps strength to the Department of the Army.

205. Quarterly AWOL Statistical Report
(Reports Control Symbol WDGPA-108)

Agencies responsible for preparation are all continental United States commands and oversea commands responsible for reporting strength to the Department of the Army.

206. Accessions and Separations of Absentees and General Prisoners

(Reports Control Symbol PMG-6 (R1))

Agencies responsible for preparation are all continental United States commands and oversea commands responsible for reporting strength to the Department of the Army.

CHAPTER 18

MISCELLANEOUS INSTRUCTIONS

207. General

This section contains miscellaneous instructions applicable to the coding, punching, and packing of cards and reports required by this manual.

208. Standard Method of Punching Card Fields

Except as explained below, the standard method of punching card fields will be as illustrated in the following example, in which a four column field is used.

Data	Card columns			
	68	69	70	71
4759	4	7	5	9
32	0	0	3	2 (zeroes precede
186	0	1	8	6 significant data)

209. Arm of Service (Alpha Designation)

Arm or service (alpha designation) will be punched, followed by a space when necessary, to complete the assigned columns. Examples:

Grade	Card columns		
	44	45	46
Infantry	I	N	F
Air Corps	A	C	

210. Grade (Alpha Designation)

Grade (alpha designation) will be punched.

Grade	Card columns		
	52	53	54
Technician 3d grade.....	T	C	3
Staff sergeant.....	S	S	G
Private	P	V	T
Second lieutenant	2	L	T

211. Serial Number

a. Serial numbers prefixed by identity codes

will be punched with the identity code first, followed by a high (12) punch, zeroes when necessary, and the assigned number. If the serial number and the identity code should necessitate the punching of all eight columns, the high (12) punch will be omitted.

b. Serial numbers not prefixed by identity codes and containing less than eight digits will be preceded by spaces to complete the assigned columns. Examples:

		(Army Personnel)							
Serial numbers		Card columns							
		21	22	23	24	25	26	27	28
01000004		O	1	0	0	0	0	0	4
02695		O	..	0	0	2	6	9	5
32165134		3	2	1	6	5	1	3	4
14796					1	4	7	9	6
		(Naval Officers)							
20901		O	N	0	2	0	9	0	1

212. Subunit Number

Subunit number will be punched, preceded by zeroes for numeric codes and followed by a space for alphabetic designations, when necessary, to complete the assigned columns.

Subunit code	Card columns	
	32	33
01	0	1
A	A	
28	2	8

213. Name

a. Name will be punched: last name, space, first name, space, middle initial, and SR, JR, II, etc., when applicable. Names prefixed with "Mac," "Mc," "De," "Van," etc., will be spaced when the first letter after the prefix is capitalized, except when preceded by an apostrophe. Examples:

Name	Punched
McAfee	MC AFFEE
Mcafee	MCAFEE
O'Brien	OBRIEN
Van Heusen	VAN HEUSEN

b. A high (12) punch will be punched between compound names.

SMITH-CONNALY

c. When the surname, first name, and initial require more than the assigned columns, initials only and such part of the surname as is possible will be punched.

214. Date

a. When only one column is assigned for month the column will be punched as follows:

Month	Punch	Month	Punch
Jan	1	Jul	7
Feb	2	Aug	8
Mar	3	Sep	9
Apr	4	Oct	X (11) punch
May	5	Nov	J
Jun	6	Dec	K

b. When only one column is assigned for year, the unit digit of the year will be punched.

215. Organization and Station Abbreviation

Uniform abbreviation of the name as prescribed by The Adjutant General's Office will be punched. Organization numbers will be punched in the first four columns allotted for name, with the unit position punched in the last of the four columns preceded by blank spaces where necessary; the fifth column will be spaced and the alphabetic description will begin in the sixth column. The description of all named organizations will be punched beginning in the first column. Examples:

Organization Name	1	2	3	4	5	6	7	8	9	10	11
15th Antiaircraft:											
Artillery											
Group -----			1		5		A	A	A		G P
Cavalry School	C	A	V			S	C	H			

216. APO and Postmaster Designation

The abbreviated postmaster designation and APO number will be punched as illustrated in the following example:

Data	64	65	66	67	68	69
APO 703 % Postmaster, N. Y.	N	Y		7	0	3
APO 542 % Postmaster, S. F.	S	F		5	4	2

217. Packing Punch-Cards for Shipment

a. All shipments of punch-cards to the Department of the Army and other machine records units will be packed carefully in either shipping boxes or expanding envelopes, as appropriate. Boxes will be wrapped in heavy paper, and tied securely. The shipment number, the total number of boxes comprising the shipment, and the appropriate box number within each shipment will be indicated in the lower left hand corner of the outer wrapper of each box as illustrated in the following:

(1) When the shipment consists of one box.

SHIPMENT #55

BOX 1 OF 1

(2) When the shipment consists of more than one box.

SHIPMENT #91

BOX 2 of 3 (Example)

The other boxes of the shipment would be marked (in addition to the shipment number) "Box 1 of 3" and "Box 3 of 3."

b. When cards to be shipped do not completely fill a box, paper will be crammed behind the cards to hold them tightly in place. Neither *shredded paper* nor *blank punch-cards* will be used for this purpose. Rubber bands and paper clips will be used to bind punch-cards together only when the cards are protected by heavy cardboard.

APPENDIX

MACHINE RECORDS UNITS' ADDRESSES FOR MAILING PURPOSES

STRENGTH ACCOUNTING BRANCH, AGO.

THE PENTAGON

WASHINGTON 25, D. C.

Administrative Section

Norman A. Donges, Colonel, AGD, Chief.....	Room 1C 839.....	Republic 6700, Ext. 5242
Lawrence T. Ryhlick, Major, AGD, Executive Officer.	Room 1C 835.....	Republic 6700, Ext. 72152
Finley N. Middleton, Chief Clerk.....	Room 1C 835.....	Republic 6700, Ext. 72152

Field Procedures and Planning

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Operations

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CONTINENTAL MACHINE RECORDS UNITS

<i>Mailing address</i>	<i>Commanding officer</i>	<i>Telephone</i>
Commanding General First Army Attn: Machine Records Unit Governor's Island New York 4, New York	Woodrow Lynch, Captain, AGD.	Whitehall 47700, Ext. 155
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Commanding General Third Army Attn: Machine Records Unit Atlanta 3, Georgia	George H. Robertson, Lt. Colonel, AGD.	Raymond 3131, Ext. 2282.
Commanding General Fourth Army Attn: Machine Records Unit Ft. Sam Houston, Texas	John H. Cates, Jr., Major, AGD.	Ft. Sam Houston 145, Ext. 3034.
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Commanding General Sixth Army Attn: Machine Records Unit Presidio of San Francisco California	Robert L. Johnson, Major, AGD.	West 16111, Ext. 2208.
Commandant Adjutant General's School Carlisle Barracks, Pennsylvania	Arch Taylor, 1st Lieutenant, AGD.	Carlisle 1380.
Officer-in-Charge Department of the Army Machine Records Section, SAB Room 1 D 820, The Pentagon Washington 25, D. C.	Charles E. Blount, Major, AGD.	Republic 6700, Ext. 73153.
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Commanding Officer
Seattle Port of Embarkation
Attn: Machine Records Unit
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